



Indira Gandhi Delhi Technical University For Women

(Formerly Indira Gandhi Institute of Technology)

Kashmere Gate, Delhi-110006

APPLICATION FOR LEAVE/FOR EXTENTION OF LEAVE

(Earned Leave, Commuted Leave, Half Pay Leave)

1. Name of applicant :
2. Post held :
3. Deptt./Branch/Section where working :
4. Pay Scale & Grade Pay :
5. Whether HRA is being drawn at present :
6. Nature of leave applied for :
(viz. EL/HPL/Commuted Leave)
7. Period of leave applied for & date from which :
required(with total number of days)
8. Saturday/Sunday and other holidays, if any :
proposed to be prefixed/suffixed to leave
9. Date & return from last leaves and the :
Nature & period of that leave
10. Vacation required to be prefixed/suffixed :
11. Purpose/ground on which leave is applied for :
12. Whether station leave is required :
13. I propose/do not propose to avail myself :
Leave travel concession for the block years
.....during the ensuing leave.
14. Address during leave period :
15. Telephone/Mobile No. during leave :

Signature of Applicant
(with date)

16. Remark/recommendations of HOD/
Branch Officer :

Signature (with date)
Designation

Certificate regarding admissibility of leave

17. Certified that EL/HPL/Commuted Leave for____days from_____to_____ are
due and admissible under the rules.

In-Charge (Pers.)

18. Orders of the authority competent to grant leave - Leave granted/not granted

Signature of Sanctioning Authority