

Bhagat Phool Singh Mahila Vishwavidyalaya Khanpur Kalan, Sonipat (Haryana) 131305



A State University established by an act of state legislative assembly of Haryana and recognized by UGC
under section 2(f) and 12B of UGC act 1956

Application for leave or for extension of leave

1	Name and Designation	
2	Pay Scale and Pay	
3	Department (i) Office (ii) Branch	
4	Date of Birth & Date of Retirement	
5	Kind of Leave	
6	Rule applicable	
7	Period of Leave applied for or extension of leave	
8	Sunday (s) and holiday (s) proposed to be:- (i) Prefixed- (ii) Suffixed-	
9	Purpose of leave/extension of leave	
10	Last leave availed:- (i) Period of leave- (ii) Kind of leave-	
11	Address, Contact No. and email ID during the leave period	

Signature of Applicant
(With date)

Remarks and/or recommendations of the officer-in-charge

Signature of officer-in-charge
(With date)

Designation: _____

(For Official Use)

Certified that _____ (nature of leave) for _____ (period) from _____ to _____
is admissible under rule _____

Signature (With date)
Designation _____

Order of the sanctioning authority to grant leave.

Signature (With date)
Designation _____