

**INDIRA GANDHI INSTITUTE OF PHYSICAL EDUCATION AND SPORTS SCIENCES
(UNIVERSITY OF DELHI)
B-BLOCK, VIKASPURI, NEW DELHI-110018**

LEAVE APPLICATION

Note:

1. Classification of Leave 'A' Earned 'B' Medical 'C' Casual 'D' Station.
2. Application for Earned Leave should reach leave record section at least 7 days before the leave takes effect.
3. Application for Casual Leave should reach leave record section one full day before the leave takes effect.
4. At the time of joining please submit joining report for Earned leave and fitness certificate for Medical Leave.

TO BE FILLED BY APPLICANT

Name: _____
Designation: _____
Leave From _____ to _____ Total day/s _____
Nature of Leave (ABCD) _____ Reason _____
With Prefix _____ and for Suffix _____
Address during Leave _____
Dated: _____ Signature: _____

TO BE FILLED BY LEAVE RECORD SECTION

Leave at Credit EL _____ CL _____ ML _____ RH _____ CR _____
Leave Applied for EL/CL/RH/CR. (Type of Leave _____) from _____ to _____
Total Days _____
Balance EL _____ CL _____ ML _____ RH _____ CR _____

Signature of Dealing Asstt.

RECOMMENDATION OF SECTION INCHARGE

Dated: _____ Signature: _____

The leave is sanctioned/Postponed Refused.
(For the following Reasons)

Dated: _____ Signature: _____

DEPARTURE REPORT

I _____ is proceeding on EL/CL/ML/RH/CR from _____ to _____ vide _____

Signature :

Mr./Mrs./Miss. _____ has been granted/refused _____ day from _____
to _____ EL/CL/HPL/ML/RH/CR. He/She should report duty on _____

Signature: