

# झारखण्ड केन्द्रीय विश्वविद्यालय

## Central University of Jharkhand

(A Central University established by an Act of Parliament of India in 2009)

Brambe, Ranchi 835205

### LEAVE APPLICATION FORMAT

Applicant's Name & Designation	: .....
Department/Centre	: .....
Leave applied for	: ..... days (from ..... to .....)
Type of Leave ( <i>Casual Leave/Special Casual Leave/RH/ Earned Leave/HPL/Commutated Leave/Compensatory Leave, Maternity/Paternity Leave/Child Care Leave, etc.</i> )	: .....
Reason/purpose of leave: .....	
.....	
Station Leave requirement (Yes/No)	: ..... days (from ..... to .....)
Address during leave	: .....
Charge of admin. responsibilities viz. Dean/ Head/ Coordinator/ Warden/etc. (if any) during the period of leave given with its acceptance.	
* If HPL/Commutated Leave/Maternity/Paternity leave & such other leave (if any), supporting documents should be attached.	

<b>Applicant's Sign. with Date</b>	<b>Recommendation of HOD with Sign.#</b>				
<b>LEAVE DUE Particulars</b> (To be filled up by Estt. Section)	<i>Casual Leave</i>	<i>Spl. Casual Leave</i>	<i>Earned Leave</i>	<i>Commutated/ HPL Leave</i>	Others
a) Due at the beginning of the calendar year					
b) Availed during the calendar year					
c) Balance leave due as on date of application					

	Sign. of Estt. Assistant with remarks (if any)
	Sanctioned/Not Sanctioned/Referred to the Executive Council
<b>Sign. of Asst. Registrar with remarks (if any)</b>	<b>Registrar</b>
	<b>Sanctioning Authority*</b>
# In case of CL/RH for teaching employees incl. Lab. Staff, concerned HOD shall be the Sanctioning Authority and such applications should be disposed of by him/her only and kept with the Centre. *For further remarks, if required, pl. use the space available overleaf. *All other leave applications will be disposed by the Registrar except Deans, Statutory Officers and Staffs under direct control of the Vice Chancellor for which sanctioning authority will be the Vice Chancellor.	

**SANCTION OF LEAVE**

To .....

The Sanctioning Authority has been pleased to grant ..... leave for ..... days from ..... to ..... for the purpose of (in case of Spl. Casual Leave)

.....

.....