



Rajiv Gandhi University of Knowledge Technologies

Nuzvid, Andhra Pradesh – 521 202

APPLICATION FOR LEAVE/VACATION/EXTENSION OF LEAVE

1. Name of Applicant :.....
2. Bio metric I.D No.....
- 3 .Post held :.....
- 4 .Nature and period of leave/vacation :.....
Applied for and date from which From.....TO.....
Required & No. of days
- 5 .Sundays and hollidays, if any,
To be Prefixed,suffixed or infixed.....
- 6 .CL/CCL/OD/Vacation :.....
- 7 .No of Leaves availed so far
8. No. of Leaves available :
9. Ground on which leave is applied for
10. Address during leave period
For communication :.....
11. Contact Telephone No :.....
- 12 Station leaving permission, if any, required:.....
13. Substitute/Alternative arrangement for your duties:.....
Forwarded by :

Signature (With date)

Designation

SANCTION OF LEAVE/VACATION

.....Days CL/CCL/OD/Vacation Sanctioned

w.e.fto.....

Signature of Sanctioning Authority

(With date)