



**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY  
SECTOR -16C, DWARKA, NEW DELHI-110078**

**APPLICATION FOR CASUAL LEAVE**

1. Name of the official/ officer
2. Designation
3. School/ Branch of posting
4. Date and duration of leave
5. Purpose for which leave is applied for
6. Sanction for leave the station required Yes/ No

Signature of the Officer/ Official

**CERTIFICATE OF AVAILABILITY OF LEAVE**  
(To be given by the officer maintaining the Casual Leave record)

- Leave already availed : .....
- Balance due : .....
- Number of leave applied for : .....

Sanction of Recommendatory Authority .....  
(Where applicable)

Signature of the officer maintaining C/L Register

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Orders of the Sanctioning Authority : Sanctioned/ Not Sanctioned

Signature of the Sanctioning Authority