

**APPLICABLE FOR ALL EMPLOYEES,
TEACHING AND NON-TEACHING**

Form – IV



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

**APPLICATION FOR LEAVE / FOR EXTENSION OF LEAVE
(E.O.L./ STUDY LEAVE/ SUBBATIONAL LEAVE/ LEAVE NOT DUE)**

1. Name of applicant
2. Designation with pay scale
3. School/ Branch of Posting
4. Nature of leave applied for
5. Period of leave applied for
(with total number of days)
6. Sunday/ Sunday and other holidays, if any,
proposed to be prefixed/ suffixed to leave
7. Vacation required to be prefixed/ suffixed
8. Purpose for which leave is applied for
(Attach documents wherever necessary)
9. Address during leave period

Signature of Applicant
(with date)

10. Remarks and/or recommendation of the
Dean/Head of the School/ Branch Officer concerned

Signature (with date)
Designation