



# Gautam Buddha University

Greater Noida, Gautam Budh Nagar, Uttar Pradesh

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## APPLICATION FOR CASUAL LEAVE/RESTRICTED HOLIDAY/STATION LEAVE

Name of School : .....

Name : .....

Designation : .....

Type of Leave : .....

Duration of Leave : From.....to.....(Total Days.....)

Reason : .....

Leave Address : .....

Mobile No .....

I Have made alternate arrangements for my academic commitments, if any during the leave period.  
As following:-

- 1.....
- 2.....

Signature of Employee:-.....

Date:-.....

Leave Take..... Leave Balance:.....

(Office Staff)

Forwarded by HOD

(Signature & Seal of the HOD)

**Approved / Not Approved**

**(Signature & Seal of the Sanctioning Authority)**

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### (FOR OFFICE USE ONLY)

No. of days..... From..... To..... entered in the leave register on Page  
No.....

(Office Staff)

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#### NOTE:-

1. Casual Leave/Restricted Holiday/Station Leave of all the faculty members will be sanctioned by the concerned School Dean/Dean (I/C).
1. In absence of the Dean/ Dean (I/c) Casual Leave/ Restricted Holiday/Station Leave of the faculty members will be sanctioned by the Dean, Academics.
2. Casual Leave/Restricted Holiday/Station Leave of Dean/Dean (I/c)/Chief Warden/Warden will be sanctioned by the Hon'ble Vice-Chancellor.