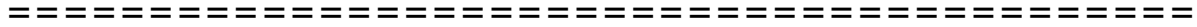




# Gautam Buddha University

Greater Noida, Gautam Budh Nagar, Uttar Pradesh



## APPLICATION FOR DUTY LEAVE

Name of School : .....

Name : .....

Designation : .....

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:-.....

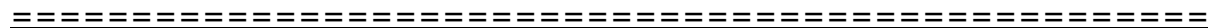
Forwarded by HOD

(Signature & Seal of the HOD)

**Recommended / Not Recommended**

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

**Hon'ble Vice Chancellor**



**NOTE:-**

1. **Duty Leave of all the faculty members will be sanctioned by the Honb'ble Vice-Chancellor.**