



Gautam Buddha University

Greater Noida, Gautam Budh Nagar, Uttar Pradesh

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APPLICATION FOR EARNED 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)

Registrar