



BABA GHULAM SHAH BADSHAH UNIVERSITY RAJOURI

Application for Leave or Extension of Leave

- 1 Name of Applicant _____
- 2 Employees No.(if any) _____
- 3 Post held _____
- 4 Department/Office _____
- 5 Pay/ Grade: _____
- 6 Nature and period of leave applied for _____
- 7 Date from which leave required _____
- 8 Sundays and holidays (if any), proposed to be
Prefixed/suffixed to leave _____
- 9 Grounds on which leave applied for _____
- 10 Address during leave period _____

11. In the event of my resignation or voluntary retirement from service, I undertake to refund-
- (i) The difference between the salary drawn during commuted leave and that admissible during half pay leave, which would not have been admissible had rules (4) and (5) in accordance with university statutes / regulations not been applied.
 - (ii) The leave salary drawn during leave not due which would not have been admissible had rule (6) in accordance with university statutes / regulations not been applied.

Signature of Applicant

Date:

12. Remarks and / or recommendation of controlling officer

Signature (with date)

Designation:

- 13 Certificate regarding admissibility of leave:

Certified that _____ day's period _____ (Nature of leave)
from _____ to _____ is at credit of the applicant and is
admissible under rule _____ of the Baba Ghulam Shah Badshah University Act 2002 and
the statutes / regulations / ordinances made there under from time to time.

Dealing Assistant

Head Assistant/ Section Officer

AR (Establishment)

- 14 Order of the competent authority to grant leave:

(If sanctioned) Order No _____ Sanctioned/Not Sanctioned
Date _____

Signature (with date)

Remarks _____