Jamia Millia Islamia

Jamia Nagar, New Delhi-110025.

Application for Casual Leave/Special Casual Leave/Duty Leave/Earned Leave/ Compensatory/Half Pay/Commuted/Maternity/Paternity Leave.

1. Name of the Applicant (in full) ……..…… …….
2. Designation ……..……...
3. Faculty/Deptt./Office ……
4. Leave required from …….
5. Kind of leave ……...…….
6. Reason/Purpose for leave ……..……..
7. Permission for station leave required (Yes/No) …….
8. Contact address and telephone number during leave …….
   (i) Postal address: ……..
   (ii) E-Mail:……..……
   (iii) Telephone: (…….) (…….)
   STD Code
9. No. of days Casual Leave/Special Casual Leave availed before the date of this application ……..…….…….

……..
(Signature of Employee)

Dated…….

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(1) ……..… days Casual Leave/ Special Casual Leaved are due upto …….

(2) Remarks/Recommendations ……..……

…….……
(Head of the Deptt./Office)

(DEAN)

N.B.: Please attach the invitation letter in case of Special Casual Leave/Duty Leave