



# DR. BHIM RAO AMBEDKAR COLLEGE

(University of Delhi)

MAIN WAZIRABAD ROAD, YAMUNA VIHAR, DELHI-110094

## APPLICATION FORM FOR LEAVE (NON-ACADEMIC STAFF)

Note : Item 1 to 12 must be filled in by the applicant

1. Name of applicant.....
2. Post Held.....
3. Section.....
4. Sunday and holiday, if any proposed to be prefixed/suffixed to leave.....
5. Nature of leave applied for.....
6. Ground on which leave applied for.....
7. Date of return from last leave and nature and period of that leave.....
8. I Propose / do not propose to avail myself of leave Travel Concession for the block  
Year.....during the ensuing leave.....
9. Address during Leave Period.....
10. Date from which Leave applied for.....
11. Date upto which Leave applied for.....No. of Days.....
12. Certified that this is minimum period of leave required by me.....

Signature of Applicant with Date

1. Recommendation of the Branch Officer.....
2. Title of Leave by the Branch concerned.....
3. Remarks by sanctioning authority.....

### FOR OFFICE USE

1. Leave Due.....
2. Leave Availed.....
3. Leave Balance.....
4. Register No.....
5. Page No.....

Dealing Asstt.

S.O.(Admn.)

A.O.

Principal