

# GURU GHASIDAS VISHWAVIDYALAYA, BILASPUR (C.G.)

(A Central University)

## Application for CASUAL / SPECIAL CASUAL / OPTIONAL LEAVES

(For University Officers/ Employees)

Date : \_\_\_\_\_

Name : \_\_\_\_\_

Designation and Department : \_\_\_\_\_

Leave applied : From \_\_\_\_\_ to \_\_\_\_\_/on \_\_\_\_\_

Reason/purpose for leave : \_\_\_\_\_

Address in case going  
out of Station : \_\_\_\_\_  
\_\_\_\_\_

Alternate arrangements for classes : \_\_\_\_\_  
& other Academic work \_\_\_\_\_

Supporting document : \_\_\_\_\_  
(in case of Special Casual Leave)

Signature of Applicant

### For Office use only

|                         | Casual Leave | Special Casual<br>Leave | Optional Leave |
|-------------------------|--------------|-------------------------|----------------|
| Total Leave             | 08 Days      | 10 Days                 | 02 Days        |
| Leave availed till date |              |                         |                |
| Leave Balance           |              |                         |                |

D.A.

Controlling Officer