

GURU GHASIDAS VISHWAVIDYALAYA, BILASPUR (C.G.)

(A Central University)

Application for **CASUAL / SPECIAL CASUAL / OPTIONAL LEAVES**

(For Head of Department)

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 Leave	Optional Leave
Total Leave	08 Days	10 Days	02 Days
Leave availed till date			
Leave Balance			

Sanctioned/Not Sanctioned

D.A.

DEAN