

# BABASAHEB BHIMRAO AMBEDKAR UNIVERSITY

(A Central University)

Vidya Vihar, Rae Bareli Road, Lucknow – 226 025

## APPLICATION FORM

(CASUAL LEAVE / SPECIAL CASUAL LEAVE / RESTRICTED HOLIDAY / STATION LEAVE)

1. Applicant's Name: .....
2. Designation: .....
3. Department: .....
4. School: .....
5. Application from Date ..... To ..... for ..... days  
with permission to prefix ..... and suffix ..... being  
Holiday (s) / Saturday (s) / Sunday (s) (where necessary)
6. Purpose of leave: .....
7. Permission to leave headquarters / Station from ..... to .....
8. Charge of Dean / Head / Coordinator / others handed over to .....

Date:

Signature of Applicant

### Recommendation of the Controlling Officer

(Signature of the Controlling Officer)

### Remarks of the Officer

1. Total Casual Leave / Special Casual Leave / Restricted holiday (s) availed so far:  
CL ..... SPL ..... RH ..... days
2. Total Casual Leave / Special Casual Leave / Restricted holiday (s) claimed:  
CL ..... SPL ..... RH ..... days
3. Total Casual Leave / Special Casual Leave / Restricted holiday (s) balance after availing  
above mentioned leave: CL ..... SPL ..... RH ..... days

(Asstt. / Sr. Asstt.)

### Remarks of the Sanctioning Authority

Sanctioned / Not Sanctioned

Place:

Date:

(Signature of the Sanctioning Authority)