



# BABASAHEB BHIMRAO AMBEDKAR UNIVERSITY, LUCKNOW

"VIDYA VIHAR" RAE BARELI ROAD, LUCKNOW-226025

## LEAVE APPLICATION (TEACHING / NON-TEACHING STAFF)

1. Name of Applicant :
2. Post held :
3. School / Center / Deptt. Office / Section :
4. Pay :
5. House rent and CCA drawn in the present post :
6. Nature / Period of leave applied for / date from : EL / HPL / Commuted..... for .....days  
from ..... to .....
7. Saturdays / Sundays / Holidays if any proposed to be prefixed or suffixed to leave :
8. Ground on which leave is applied for :
9. Date of return from last leave and the nature and period of that leave :
10. Address and telephone number if any during leave period : .....

(Signature of applicant with date)

11. Remarks and / or recommendation of the Controlling Officer

.....  
.....

(Signature with designation and date)

### CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE

12. Certified that .....(nature of leave) for .....  
(Period) from ..... to ..... is admissible.
13. The leave balance in his a/c as on date is ..... days.

(Signature of Estt. Asstt. / Officer (authorized for Officers/Teachers)

14. Order of the Competent Authority to grant leave :-

(SANCTIONED / NOT SANCTIONED / DEFERRED)

Date:

(Signature with designation)