

**mRrjk[k.M rduhdh fo"ofu | ky; ] nsjknw**  
**Uttarakhand Technical University, Dehradun**

foHkkx@vuHkkx

Department/Section

vkdfLed vodk" k dsfy; svkonu i =

Application for Leave

depkjh dk uke

Name of the Applicant : .....

depkjh I d; k@foHkkx

Employee No./Department : .....

i nuke

Designation : .....

vodk" k dk i dkj

Nature of leave

Casual  
Leave

Earned  
Leave

On  
Duty  
Leave

vodk" k dh vof/k

Period of leave

I @From.....rd@To.....fnu@Day.....

vodk" k yus dk dkj .k

Ground on which leave is applied : .....

vodk" k vof/k dk i rk

Address and Phone number during the leave period .....

vodk" k vof/k es dk; lekpd depkjh dk uke

Name and consent of person to work during above leave:.....

fnukd

Dated:

vkond ds gLrkfj

Signature of Applicant

vuHkknu

Recommended

Lohdr

Sanctioned

vuHkknu djus okys vf/kdkjh ds vkn" k

Order of the Recommending Authority

Lohdr djus okys vf/kdkjh ds vkn" k

Order of the Sanctioning Authority