

INDIRA GANDHI INSTITUTE OF PHYSICAL EDUCATION AND SPORTS SCIENCES  
(UNIVERSITY OF DELHI)  
B-BLOCK, VIKASPURI, NEW DELHI-18

LEAVE APPLICATION

- NOTE: 1. Classification of Leave 'A' Earned 'B' Medical 'C' Casual 'D' Station.  
2. Application for Earned Leave should reach leave record Section at least 7 Days before th leave takes effect.  
3. Applicaton for Casual leave should reach the leave record Section one full day before the leave takes effect.  
4. At the time of joining please submit joining report for earned leave and fitness certificate for medical leave.

**To BE FILLED BY APPLICANT**

NAME: \_\_\_\_\_

Designation: \_\_\_\_\_

Leave From \_\_\_\_\_ to \_\_\_\_\_

Nature of Leave ( **A B C D** ) \_\_\_\_\_ Reason \_\_\_\_\_

With Prefix \_\_\_\_\_ and for Suffix \_\_\_\_\_

Address during Leave \_\_\_\_\_

\_\_\_\_\_

Dated: \_\_\_\_\_

Signature \_\_\_\_\_

**TO BE FILLED IN BY LEAVE RECORD SECTION**

He/She has \_\_\_\_\_ Day CL/ML/EL \_\_\_\_\_ Leave From \_\_\_\_\_

Balance with Pay \_\_\_\_\_ to \_\_\_\_\_ has been Entered.

Dated : \_\_\_\_\_

Signatue \_\_\_\_\_

**RECOMMENDATION OF SECTION INCHARGE**

\_\_\_\_\_

Dated: \_\_\_\_\_

Signature: \_\_\_\_\_

**The leave is sanctioned/Postponed/Refused.  
(For the following reasons)**

\_\_\_\_\_

\_\_\_\_\_

**DEPARTURE REPORT**

I \_\_\_\_\_ is proceeding on \_\_\_\_\_ vide \_\_\_\_\_

Signature: \_\_\_\_\_

Mr./Mrs./Miss. \_\_\_\_\_ has been granted/refused \_\_\_\_\_ day  
from \_\_\_\_\_ to \_\_\_\_\_ EL/CL/HPL/ML. HE/SHE should report on duty on  
\_\_\_\_\_.

Signature