



# JAYPEE INSTITUTE OF INFORMATION TECHNOLOGY

(Declared Deemed to be University u/s 3 of the UGC Act)

NOIDA

## LEAVE APPLICATION FORM

(To be filled by Applicant)

1. Department : .....
2. Designation : .....
3. Employee No. : .....Ext. No .....
4. Name : .....

5. Type of Leave Applied	No. of days	Period	
		From	To
(a) CL	.....	.....	.....
(b) EL	.....	.....	.....
(c) Others (Specify) e.g LWP, Duty Leave	.....	.....	.....

6. Prefix : .....Suffix : .....
7. Reason for Leave : .....
8. Address/Tel No., while on leave : .....
9. (i) Arrangement for Conduct of Classes during absence period.  
(ONLY FOR FACULTY)  
(ii) Arrangement for other duties .....

Date : ..... Signature : .....

### Recommendations of Controlling Officer

10. Recommended / Not Recommended Signature:.....  
Date: ..... Name of Controlling Officer: .....

### REGISTRAR'S OFFICE

1. Leave Due to Employee : EL.....CL.....Others.....
2. Entry in System.....(Date)
3. Balance Leave EL.....CL.....Others.....  
(after current application)

Signature : .....

### REMARKS OF SANCTIONING AUTHORITY

SANCTIONED / NOT SANCTIONED

Date : .....

Vice Chancellor.....