



# UNIVERSITY OF KASHMIR

## SRINAGAR

### FORM OF APPLICATION FOR LEAVE (OTHER THAN CASUAL LEAVE)

1. Name of the Applicant .....
2. Designation.....
3. Section/ Department/Centre/Institute .....
4. Pay and Grade.....
5. Date from which the Leave is to begin.....
6. Kind of leave applied for.....
7. Period for which the leave is applied.....
8. Purpose for which leave is required.....
9. Whether leave is to be availed of in the home town or at any other places (in case leave is to be availed outside the home town,, Give full address of the place of visit) .....
10. Kind of leave availed of before this leave. Mention the period of leave and purpose for which leave was taken .....

It is solemnly affirmed that the above particulars are correct and that I will return to duty on the due date on the expiry of the leave applied for by me and that I have no intention of resigning or retiring from University service or taking leave of any other kind.

Dated \_\_\_\_\_

Signature of Applicant

### RECOMMENDATION OF IMMEDIATE SUPERIOR OFFICER AND ARRANGEMENT FOR APPLICANT'S WORK:-

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Sign. of Officer Incharge