



NATIONAL LAW UNIVERSITY, JODHPUR

NH-62, NAGAUR ROAD, MANDORE, JODHPUR (RAJASTHAN)

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अर्जित अवकाश / अर्ध वेतन अवकाश / अवकाश विस्तार हेतु प्रार्थना पत्र
(गैर-शैक्षणिक कर्मचारीयों के लिये)

APPLICATION FORM FOR EARNED LEAVE/H.P.L./ EXTENSION OF LEAVE (For Non-Teaching Employees)

To, The Leave sanctioning authority	
1. नाम / पद Name/Designation	
2. अनुभाग Section	
3. अवकाश की प्रकृति Nature of leave	
4. अवकाश की अवधि Period of Leave applied	दिनांक..... से (दिन)..... FROM TO (DAYS)
5. उद्देश्य / कार्य Purpose	
6. अगर स्टेशन छोड़ रहे हो तो अवकाश पर रहने का पता Leave address, if going out of station	
7. Mobile Number	
8. लम्बित अत्यावश्यक कार्य तथा अवकाश अवधि में कार्यभार सौंपे जाने वाले अधिकारी का विवरण	
Urgent tasks in hand and details of the officer to whom tasks assigned during leave period.	कार्यभार लेने वाले अधिकारी के हस्ताक्षर

प्रार्थी के हस्ताक्षर एवं दिनांक
Signature of Applicant with date

Remarks and/or recommendation of the Controlling Officer/Concerned Supervisor

Signature (with date)/Designation

CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE FROM ESTT SECTION

Certified that _____ (nature of leave) for _____ (days) from _____ to _____ is admissible under Leave Regulations of the University.

Signature with designation and date /Establishment Section

ORDERS OF THE AUTHORITY COMPETENT TO GRANT LEAVE

Leave sanctioned / Not sanctioned

Signature

Note : 1. Application for sanction of leave has to be submitted 15 days prior. Only in exceptional and emergent situations, application for sanction of EL will be considered for urgent sanction of leave. Exceptional conditions will be decided by the competent authority.