



**NATIONAL LAW UNIVERSITY, JODHPUR**  
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**आकस्मिक अवकाश हेतु प्रार्थना पत्र**  
**(गैर-शैक्षणिक कर्मचारियों के लिये)**  
**APPLICATION FORM FOR CASUAL LEAVE**  
**(For Non-Teaching Employees)**

<b>To,</b> <b>The Leave sanctioning authority</b>	
1. नाम / पद Name/Designation	
2. अनुभाग Section	
3. अवकाश की अवधि Period of Leave applied	दिनांक.....से.....(दिन)..... FROM TO (DAYS)
4. उद्देश्य / कार्य Purpose	
5. अगर स्टेशन छोड़ रहे हो तो अवकाश पर रहने का पता Leave address, if going out of station	
6 Mobile Number	
<b>प्रार्थी के हस्ताक्षर एवं दिनांक</b> <b>Signature of Applicant with date</b>	
<b>Estt. Section Report</b>	
C.L. Due .....days Applied.....days Balance.....days Entry made in CL Register on Page No.....at Sl. No..... Remarks and/or recommendation of the Controlling Officer/Concerned Supervisor	
<b>Signature</b>	
<b>Signature (with date)/Designation</b>	
<b><u>ORDERS OF THE AUTHORITY COMPETENT TO GRANT LEAVE</u></b>	
Leave sanctioned / Not sanctioned	
<b>Signature (with date)/Designation</b>	

**Note :** 1. Leave cannot be claimed as a matter of right.