

**UNIVERSITY OF ALLAHABAD**  
**APPLICATION FOR LEAVE**

P. File No .....

1. Name \_\_\_\_\_ Deptt. \_\_\_\_\_ Faculty \_\_\_\_\_
2. Period of Leave applied for: From \_\_\_\_\_ to \_\_\_\_\_ No. of days \_\_\_\_\_
3. Nature of Leave applied for : \_\_\_\_\_
4. Grounds on which leave is desired \_\_\_\_\_
5. Address during leave :  
(if going out of station ) \_\_\_\_\_
6. Whether in continuation of any  
Previous leave sanctioned \_\_\_\_\_
7. Arrangement made for  
responsibilities during absence \_\_\_\_\_

Date: \_\_\_\_\_

Signature \_\_\_\_\_

Note: It is advisable that outstation leave should be sanctioned before it availed.

For leaves where sanction prior to availing is not mandatory, the leave application must reach the office within 24 hrs of joining duty or 72 hrs from the day of absence whichever is earlier. It is requested that leave application should be given in advance as far as possible.

|                                   |                        |                                |
|-----------------------------------|------------------------|--------------------------------|
| Date of Receipt<br>Remark, if any |                        | Date of Receipt                |
| Forwarding Authority              | Sanctioning Authority* | Registrar's Office for records |

- \* Head of the Department for Teachers  
Dean for HOD  
V.C. for Deans

Note: A copy to be filled in HOD Office