

# Central University of Rajasthan

## आकस्मिक अवकाश का आवेदन पत्र / Application for Casual Leave /Special Casual Leave

(Leaves may be given as per Govt. of India Rules / University Rules, Supporting documents may be enclosed (if required))

दिनांक / Date:.....

### Part – 1 (To be filled by applicant)

1. आवेदक का नाम (Name of Applicant) : .....
2. पद (Post) : .....
3. विभाग / संकाय (Department/Section) : .....
4. अवकाश की अवधि (Duration of leave) : .....से.....तक  
From.....to.....
5. अवकाश हेतु आवेदन करने का आधार (Ground on which leave is applied) : .....
6. मुख्यालय छोड़ने की अवधि (Period of leaving H.Q.) : .....से.....तक  
From.....to.....
7. अवकाश के दौरान पता व फोन/मो. न. (Address and contact no. during leave) : .....

आवेदक के हस्ताक्षर (Signature of Applicant)

संस्तुतकर्ता अधिकारी के हस्ताक्षर टिप्पणी सहित  
Signature of Forwarding Authority with comments  
(Head of Department / Section )

### Part – 2 (For office use)

आकस्मिक अवकाश उपलब्ध (Casual Leave Due) : .....  
(as on date .....

स्वीकृतकर्ता अधिकारी के हस्ताक्षर  
Signature of Sanctioning Authority