Bhai Gurdas Library
Guru Nanak Dev University, Amritsar

Leave Application Performa

1. Name of Employee: …….....…………………………………………………..

2. Designation   :   …….....…………………………………………………..

3. Nature of Leave   :   Out Station / Casual / Compensatory / Any Other (specify)

4. Purpose of Leave :   …………………………………………………………..

5. No. of Days   :   …….....…………………………………………………...

6. Date/s   :   ..…………………………………………………………

7. If Leave Station (Address during leave period: …..……………………………....
   …………………….…...……………………………………………………………

8. Mobile number   :   ……………………………….

Signature of Employee

Date:…………………

Assistant Librarian / System Administrator / Assistant Registrar

Professor Incharge (Library)

For Office Use

1. Leave Register Page No. …………………………………Serial no……........

2. Leave Due   ..…………………………………………………………...

3. Leave Applied for   .…………………………………………………………

4. Balance   …………………………………………………………..

Office Incharge / Senior Assistant