

Govt. of National Capital Territory of Delhi
Ch. Brahm Prakash Government Engineering College
(An institute specializing in Civil & Environmental Engineering)
 Jaffarpur, New Delhi-110073.
 (Website: <http://gecdelhi.ac.in>, Ph: 011-25318158, 25318159)

APPLICATION FOR LEAVE OR FOR EXTENSION OF LEAVE

1.	Name of the applicant	
2.	Post/Designation held	
3.	Department, Office & Section, Branch	
4.	Pay scale, Grade Pay/Level	
5.	House Rent and other compensatory allowances drawn in the present post	
6.	Types of Leave viz EL/CL/Others, specify	
7.	Nature and period of leave applied for and date from which required.	
8.	Sundays/Holidays, if any, proposed to be prefixed/suffixed to leave	
9.	Grounds on which leave is applied for	
10.	Date of return from last leave, & the nature and period of that leave	
11.	I propose/do not propose to avail myself of leave travel concession for the block years _____ during the ensuing leave	
12.	Address during the leave period	
13.	Name of Link Officer/person to look after in the absence.	
14.	If faculty, has the teaching load been adjusted, give details of period and who will take the load (write overleaf if required)	
15.	Signature of the application with date	
16.	Remarks & /or recommendations of the Controlling Officer/HOD	
17.	Signature (with date) Designation	