



**RAJIV GANDHI NATIONAL UNIVERSITY OF LAW, PUNJAB
SIDHUWAL BHADSON ROAD, PATIALA-147006**

(Accredited with 'A' Grade by NAAC)

PROFORMA FOR CASUAL/COMPENSATORY LEAVE/LEAVE KIND DUE/DUTY LEAVE

Date.....

1. Name of the Teacher _____

2. Designation _____

3. Subject of the Teacher _____

4. Number and Dates of Leave/s _____ From _____

5. Purpose/Reason for Leave _____

(Casual/Compensatory/Leave kind due/Duty leave)

6. Name of the colleague/s with Whom class adjustment made	Name	Signature
	_____	_____

Signature of the Teacher Applicant

Dean Academics

Registrar

Vice-Chancellor