



**Rajiv Gandhi National University of Law, Punjab**

(Established under Punjab Act No. 12 of 2006)

(Accredited with 'A' Grade by NAAC)

**Application Performa for Earned Leave**

1.	Name of applicant	:		
2.	Post held	:		
3.	Staff ID	:		
4.	Department, Office and Section	:		
5.	Number of Days & date from which the leave required		Number of Days:	
			From	To
6.	Sunday, and holidays, if any proposed to be prefixed/suffixed to leave	:	Prefix:	
			Suffix :	
7.	Grounds on which leave is applied for	:		
8.	Balance of Earned Leave in his/her leave account	:		
9.	Date of return from last leave and the nature and period of that leave	:		
10.	Address during the leave period	:		

**Signature of the Employee**

Recommendation

\_\_\_\_\_

Submitted for necessary orders of the Vice-Chancellor to sanction the earned leave in respect of  
Mr./Ms./Dr. \_\_\_\_\_ for \_\_\_\_\_ day(s) i.e. from  
\_\_\_\_\_.

**Establishment Branch**

**Registrar**

**Vice-Chancellor**