

Library

RAJIV GANDHI NATIONAL UNIVERSITY OF LAW, PUNJAB
(Established under Punjab Act No. 12 of 2006)
(Accredited with 'A' Grade by NAAC)

PROFORMA FOR CASUAL/COMPENSATORY LEAVE
(LIBRARY STAFF)

DATE:

1. NAME -----
2. DESIGNATION -----
3. NUMBER AND DATE OF LEAVE ----- FROM----- TO-----
4. PURPOSE/REASON FOR LEAVE -----
(CASUAL/COMPENSATORY)
5. WHETHER DUTIES ADJUSTED-----
IF YES, WITH WHOM

SIGNATURE OF APPLICANT

CASUAL LEAVE DUE:
APPLIED FOR:
BALANCE:

Librarian

Supdt. (Estt.)

Registrar

Vice-Chancellor