



Rajiv Gandhi National University of Law, Punjab
(Established under Punjab Act No. 12 of 2006)
(Accredited with 'A' Grade by NAAC)

Application Proforma for Earned Leave

1. Name of applicant : _____
2. Post held : _____
3. Department, Office and Section : _____
4. Nature and period of leave : **Earned Leave=**
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 _____

Signature of the HOD/Branch Head