



Rajiv Gandhi University of Knowledge Technologies
IIIT R.K Valley, Vempalli-516330 ,Y.S.R ., A.P.

APPLICATION FOR LEAVE ON VACATION

Date :

1. Name of the Employee :
2. Designation :
- Nature of Leave On Vaction :
4. Leave Period : From To.....
5. No .of Days :
6. Leftout leaves after this leave :
7. Grounds on which leave is applied for :
8. Address during leave period :
- :
- :
9. Contact Telephone Number :
10. E.Mail ID :
11. Alternate arrangement for Teaching/Non Teaching Staff
- Name of the Substitute :
- Signature of the Substitute :
12. Alternate arrangement for other responsibilites
- Name of the Substitute :
- Signature of the Substitute :
14. Signature of the Applicant (with date) :

SANCTION OF LEAVE ON VACATION

.....days vacation sanctioned

W.e.f.....to.....

H.O.D

C.O.E

Dean, Academics

Administrative Officer