



Rajiv Gandhi University of Knowledge Technologies

IIIT R.K Valley, RGUKT-AP. Vempalli-516330,

APPLICATION FOR LEAVE /VACATION /EXTENSION OF LEAVE

Date:

1. Name of the Employee :

2. Designation :

3. Nature of Leave (Leave/Vacation/Maternity):.....

4. Leave Period : From.....To.....

5. No .of Days :

6. Left out 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 responsibilities

Name of the Substitute :

Signature of the Substitute :

13. Signature of the Applicant (with date) :

SANCTION OF LEAVE /VACATION

.....days' CL/Vacation sanctioned

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

H.O.D

C.O .E

Dean Academics

Director