

**Women Engineering College, Ajmer**

(An Autonomous Institute Govt. of Rajasthan)

**APPLICATION FOR LEAVE (Non-Teaching Staff)**

(UNDER THE RAJASTHAN SERVICE RULES GA 45, GF&AR 64)

1. Name of applicant : \_\_\_\_\_
2. Post held : \_\_\_\_\_
3. Department 'office and section : \_\_\_\_\_
4. Nature of leave applied, tick (✓) : CL  PL  ML  HPL  Others   
on appropriate box and period Date from \_\_\_\_\_ Date to \_\_\_\_\_  
of leave Total Leave avail \_\_\_\_\_
5. Sunday and Holidays if any, : \_\_\_\_\_  
proposed to be prefixed/  
suffixed to leave \_\_\_\_\_
6. Reason on which leave is applied : \_\_\_\_\_
7. Date of return from last leave : \_\_\_\_\_
8. Address during leave : \_\_\_\_\_  
(with contact number) \_\_\_\_\_

Signature of applicant (with date)

9. Remarks of H.O.D. : \_\_\_\_\_

\* (प्रयोगशालाओं से संबंधित कार्मिक अपने कार्यभार हस्तान्तरण विवरण अलग शीट पर अवकाश प्रारूप के साथ संलग्न करेंगे)

**For office use only**

10. Certified that \_\_\_\_\_ for \_\_\_\_\_ (nature of leave)  
From \_\_\_\_\_ To \_\_\_\_\_ is admissible under rule of \_\_\_\_\_

Signature (with date)  
(Asst. Registrar)

11. Remarks of Registrar office : \_\_\_\_\_  
\_\_\_\_\_

Signature (with date)  
(Registrar)

12. Order of the sanctioning authority : Permitted / Not Permitted

Signature (with date)  
(Principal)