

**Assam Rajiv Gandhi University of Cooperative Management**

(A Govt. of Assam University)

Recognised by UGC and member of Association of Indian Universities

Basic Tinali, Gadadhar Nagar, Joysagar, Sivasagar

Email: info.argucom@gmail.com

To Date:

The Vice-Chancellor

ARGUCOM

 **EMPLOYEE LEAVE APPLICATION**

**Name of the employee:**

**Designation:**

**School:**

Leave Dates:

From\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ total \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of leave:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Station Leave Period (if required):

From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_total\_\_\_\_\_\_\_\_\_\_

Purpose of Leave:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Adjustment of classes during the period of leave as per routine:

|  |  |  |
| --- | --- | --- |
| Number of classes and subject(s) | Assigned to trimester/semester | Classes interchanged with faculty(Name of the faculty) |
|  |  |  |

Leave Details:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Period (from the month of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) | Total Accumulated Leave (in days) (A) | Already Availed Leave (in days)(B) | Leave Applied for (in days) (C) | Leave Balance (in days) (A-(B+C) = D) |
| RFH |  |  |  |  |
| CL |  |  |  |  |
| RST |  |  |  |  |
| SCL |  |  |  |  |
| EL |  |  |  |  |

 Signature of Employee

Forwarded through Forwarded Through Recommendation of Registrar HOD (i/c) Dean (i/c) Registrar (Admin)

Approved by

Vice Chancellor