



# DELHI TECHNOLOGICAL UNIVERSITY

Established by Govt. of Delhi vide Act 6 of 2009  
(Formerly Delhi College of Engineering)  
SHAHABAD DAULATPUR, BAWANA ROAD, DELHI-110042

## Leave Application for Faculty and Academic Staff

1. Name of Applicant : .....
2. Designation with pay scale : .....
3. Name of Department : .....
4. Type of Leave (CL/Spec CL  
/Project Leave/Station Leave, etc.) : .....
5. Period of Leave applied for  
(With total number of actual working days) : .....
6. Saturdays/Sundays and other  
Holidays, if any, proposed to be  
Prefixed/suffixed/combined to leave. : .....
7. Purpose of leave  
(Supporting documents enclosed) : .....
8. Details of leave last availed, date & period. : .....
9. Permission to leave the station required : Yes / No
10. Address during leave : .....
11. Contact No. /Mob. No. during leave : .....

Signature of Applicant (With date)

12. Remarks and /or recommendation of  
the Head of the Department : .....

13. Arrangement of teaching load.

Date	From	To	Name of Teacher
.....	.....	.....	.....
.....	.....	.....	.....

Signature (With date & Seal)

### CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE

Certified that leave for ..... (Period) from ...../...../..... to ...../...../.....  
is admissible under Leave Rules of the University.

- > Leave permissible in a year : .....
- > Already availed by the officer till date : .....
- > Applied for : .....

D. A. (Estt.)  
Approval of the Competent Authority to grant leave

S. O. (Estt.)  
-- Leave granted/not granted

Competent Authority