



DELHI TECHNOLOGICAL UNIVERSITY

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

APPLICATION FOR LEAVE / FOR EXTENSION OF LEAVE **(Earned Leave, Commuted Leave, Half Pay Leave)**

1. Name of applicant
2. Designation with pay scale
3. Department/Branch of posting
4. Nature of leave applied for
(viz., EL/HPL/Commuted Leave)
with details of such leave already availed
5. Period of leave applied for
(with total number of days)
6. Saturdays/Sundays and other holidays, if any,
proposed to be prefixed/suffixed to leave
7. Vacation required to be prefixed/ suffixed
8. Purpose for which leave is applied for
9. I propose/do not propose to avail myself of
leave travel concession for the block years
.....during the ensuing leave.
10. Address during leave period

Signature of Applicant
(with date)

11. Remarks and/ or recommendations of
Branch Officer/Head/Dean

Signature (with date)
Designation