



DELHI SKILL AND ENTREPRENEURSHIP UNIVERSITY
(A State University Established under Govt. of NCT of Delhi Act 04 of 2020)
HQ - DSEU Dwarka Campus, Sector 9, Dwarka, New Delhi-110 077.
Website: <https://dseu.ac.in>



APPLICATION FOR CASUAL LEAVE (CL)/ RESTRICTED HOLIDAY (RH)

1. Name of the official/officer :
2. Designation :
3. Deptt./Branch of posting :
4. Date and duration of leave :
5. Purpose for which leave is applied for :
6. Whether permission leave the station required: Yes/No
7. Address during leaves, approval to leave the station
8. Tell No. & Mobile No. during leave :

Signature of the Officer/Official

Recommendation of HOD/Branch Incharge:-

Signature of HOD

CERTIFICATE OF AVAILABILITY OF LEAVE

(To be given by the officer maintaining the Casual Leave record)

- Leave already availed :
- Balance due :
- Number of leave applied for :
- Entered in C.L. Register : Yes entered, may be sanctioned

Signature of the officer maintaining CL/RH Register

Orders of the Sanctioning Authority : Sanctioned/Not Sanctioned

Signature of the Sanctioning Authority