



**Indira Gandhi Delhi Technical University For Women**  
(Formerly Indira Gandhi Institute of Technology)  
Kashmere Gate, Delhi-110006

**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

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Orders of the Sanctioning Authority : Sanctioned/Not Sanctioned

Signature of the Sanctioning Authority