



# Indira Gandhi Delhi Technical University For Women

(Formerly Indira Gandhi Institute of Technology)

Kashmere Gate, Delhi-110006

## APPLICATION FOR GRANT OF SPECIAL CASUAL LEAVE

1. Name of applicant :
2. Designation with pay scale :
3. Deptt./Branch of posting :
4. Period of special casual leave applied for  
(with total number of actual working days) :
5. Saturdays/ Sundays and other holidays, if any,  
proposed to be prefixed/ suffixed/ combined to leave :
6. Ground on which leave is applied for :
7. Details of special casual leave,  
last availed, dates & period :
8. Rule Instruction order under which covered :
9. Residential Address during leave :
10. Telephone/Mobile No. :

Signature of Applicant  
(with date)

Remarks and/ or recommendations of  
the Dean/ Head of the School/Branch Officer concerned

Signature (with date  
Designation

## CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE

Certified that special casual leave for \_\_\_\_\_(period) from \_\_\_\_\_ to \_\_\_\_\_  
\_\_\_\_\_ is admissible under Leave Rules of the University.

- |  |   |       |
|--|---|-------|
| -- Special Casual Leave permissible in an year | : | 10    |
| -- Already availed by the officer till date    | : | _____ |
| -- Applied for                                 | : | _____ |

**In-Charge (Pers.)**

11. Orders of the authority competent to grant leave - Leave granted/ not granted  
- Prefixing or suffixing of vacation  
allowed/ not allowed/ not applicable

**Vice Chancellor,IGDTUW**