



COTTON UNIVERSITY

PANBAZAR, GUWAHATI-781001, ASSAM, INDIA

LEAVE APPLICATION

Form: CCSU/GAD/001

Name		Type of leave (please tick the appropriate box) <input type="checkbox"/> Casual Leave <input type="checkbox"/> Special Casual Leave <input type="checkbox"/> Duty Leave <input type="checkbox"/> Earned Leave <input type="checkbox"/> Vacation Leave <input type="checkbox"/> Commuted Leave <input type="checkbox"/> Extraordinary Leave <input type="checkbox"/> Leave not due <input type="checkbox"/> Study Leave <input type="checkbox"/> Sabbatical Leave <input type="checkbox"/> Maternity Leave <input type="checkbox"/> Paternity Leave <input type="checkbox"/> Adoption Leave <input type="checkbox"/> Quarantine Leave <input type="checkbox"/> Leave without pay <input type="checkbox"/> Restricted holiday <input type="checkbox"/> Compensatory off
Section/Department		
Designation		
Employee Code		
Total no. of days of leave/absence requested		
Leave from (with prefix)	dd/mm/yy	
Leave to (with suffix)	dd/mm/yy	
Station leave (Yes/No)		
Reason for leave		
Details of class adjustments (for faculty)		
Calendar year		
Address while on leave & Contact no.		

Date: _____

Place: _____

Signature of Applicant

Recommendation of the Head of the Section/Department: _____

Signature and date

To be filled up by GAD

Type(s) of leave applied for	No. of days of Leave due on date of application

GAD (Signature and date)

Sanctioning Authority: _____

Approved Not Approved (Please tick)

Signature and date

*Important note: Leave applications should be submitted to GAD at least a week before commencement of leave except in an emergency.

Applicant → Head of Section/Dept → GAD → Sanctioning Authority → GAD → Intimation to applicant by GAD