



# YBN UNIVERSITY

Established by the Act of Government of Jharkhand Act 15, 2017  
Gazette Notification No. 505, Dated 17th July 2017  
As per Section 2(f) of UGC Act. 1956

## LEAVE APPLICATION FORM FOR TEACHERS/OFFICERS

To  
**The Vice-Chancellor/Registrar/Dean/Principal**  
YBN University, Ranchi

(Through the Dean/Principal/HoD, School/Dept of \_\_\_\_\_ YBN University)

Sir,  
I have the honour to request you kindly to grant me leave as stated below:

- 1. Name : \_\_\_\_\_
- 2. Designation : \_\_\_\_\_
- 3. Department : \_\_\_\_\_
- 4. Nature of leave : \_\_\_\_\_
- 5. Reason for leave : \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_
- 6. Duration of leave : From \_\_\_\_\_ to \_\_\_\_\_
- 7. No. of days : \_\_\_\_\_
- 8. Arrangement of classes(for teachers) : Yes / No
- 9. Proposed Incharge(in case of Head / Dean/Principal / Officers): \_\_\_\_\_

Yours faithfully

Date: \_\_\_\_\_ Signature of the applicant

### RECOMMENDATION

1. Recommendation : Yes / No

Date: \_\_\_\_\_ Head

### OFFICIAL USE

1. Details of leave already availed during the year 20.....  
a) Duty Leave  b) Special Casual Leave  c) Casual Leave  d) Earned Leave  e) Academic Leave

Date: \_\_\_\_\_ Leave granted / Not granted

**Vice-Chancellor/Registrar/Dean/Principal**