



AMITY LAW SCHOOL, DELHI
(Affiliated to GGSIP University)
F-1, Block, Sector-125, Noida

LEAVE APPLICATION FORM

NameInstitute.....

Designation.....Date of Joining.....

Reason (s) for availing leave

Type of leave: C/L, E/L, S/LFrom.....To.....

Arrangement during absence (if necessary)

Contact No. & Address during leave

Date:

Signature of Applicant

FOR OFFICE USE

Type of leave: C/L, E/L, S/LLeave due as on.....

Leave applied fordays Balance.....

Date:

Signatures- Dealing Asstt.

Admin-Head

Leave recommended

Date:

Signatures / Recommending Authority

Sanctioned / Not Sanctioned

Sanctioning Authority