

From:
Name: _____
Designation: _____
Department: _____
Date:-

To,
The Registrar,
Gujarat Technological University,
Chandkheda, Ahmedabad.

Subject: Exchange Leaves w.r.t to circular Date 23/06/2020 No: જીટીયુ/મહેકમ/વળતર ૨૪/૨૦૨૦/૪૫૩૨.

Respected Sir,

With respect to circular Dt. 27/06/2014 No: જીટીયુ/મહેકમ/વળતર ૨૪/૨૦૨૦/૪૫૩૨., I would request you to please compensate my leave against the work I did at _____ Department GTU Chandkheda.

Date and Duty when I was Present at GTU along with brief of work done.	Date and Day when I want Leave

In my absence _____ will handle my work.

Thanking you,

Yours Sincerely

Section Head Sign & Remarks

Work Handover Employee Name & Sign

Establishment Head

Registrar