



NATIONAL INSTITUTE OF TECHNOLOGY
JAMSHEDPUR

(Application for Casual Leave / Earned Leave)

1. Name

2. Designation

3. Deptt./ Section

4. Type of Leave

5. Purpose

6. Duration From.....to.....

7. H/Q Leave From.....to.....

8. Address During Leave

.....

.....

9. Contact No.

Leave in Credit	Leave being availed	Balance

Initial :

(Signature of the Applicant)

Recommended by :

Approved by

(HOD/HOS/HOC)

(Director)

CLASS ARRANGEMENT

SI. NO.	Date	Period	Semester/Branch	Alternative Arrangement