

NATIONAL INSTITUTE OF TECHNOLOGY, JAMSHEDPUR

APPLICATION FROM FOR GRANT OF LEAVE

1. (a) Employee Code..... (b) Name.....
(c) Designation..... (d)Department.....

2. (a) Type of leave applied for..... (b)From.....to.....

Prefixing /suffixing:Saturday/Sunday/holiday/Vacation.

(c) Station leaving permission fromto.....

1. Purpose.....

2. Arrangement made fro classes/duties by teachers/officers is shown under.....

2. Address during leave.....

I undertake to abide by the rules and regulations applicable to me in this regard.

Signature of the applicant

#For C.L #For Spl. C.L \$For Leave other than C.L/Spl. C.L(EL/M.L)

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Avail till date..... Avail till date.....Avail till date.....

Sanctioned Recommended/Not Recommended Recommended/Not Recommended

HOC/HOC/HOS

HOC/HOC/HOS

HOD/HOC/HOS

Sanctioned

Director/Dy. Director/Dean(Admn.)/Registrar

#To be retained with HOD/HOC/HOS

\$To be sent to AR (E) for further

After sanction

After Signature of HOD/HOC/HOs

