

## राष्ट्रीय प्रौद्योगिकी संस्थान पुदुच्चेरी

## NATIONAL INSTITUTE OF TECHNOLOGY PUDUCHERRY

## CASUAL / COMPENSATORY / RH LEAVE APPLICATION FORM

(Please strike out whichever is not applicable)

1. Name :
2. Designation :
3. No. of Days of leave required with date (for ½ day specify FN / AN) :
4. Reason for leave :

Date of application:

Signature of the Applicant

Adjustment of duty

Name and designation :

Signature :

Recommendation of Section Head / Reporting Officer:

Signature with designation

FOR USE BY ESTABLISHMENT BRANCH

Leave at Credit : day(s)

Leave taken now : day(s)

Balance of leave at Credit : day(s)

Supdt / Asst Reg

Granted / Not Granted

Registrar (i/c)