

राष्ट्रीय प्रौद्योगिकी संस्थान पुदुच्चेरी

NATIONAL INSTITUTE OF TECHNOLOGY PUDUCHERRY

LEAVE APPLICATION FORM

1. Name :

2. Designation :

3. No. of Days of leave required with date:
(for ½ day specify FN / AN) & Type

4. Reason for leave :

5. Adjustment of Duties

S. No	Date	Time	Name of the faculty / staff	Signature

Date of application:

Signature of the Applicant

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

Head of the Dept