

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 :

**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)**