

**राष्ट्रीय प्रौद्योगिकी संस्थान पुदुच्चेरी**  
**NATIONAL INSTITUTE OF TECHNOLOGY PUDUCHERRY**

**APPLICATION FOR EARNED LEAVE / COMMUTED LEAVE / HALF PAY LEAVE**  
**(Please strike out whichever is not applicable)**

1. Name of the Applicant :
2. Designation :
3. Nature of Leave :  EL  HPL  COM.L  EOL  
 If Com L, whether MC/FC is enclosed? Yes/ No
4. Period of leave applied for : **No. of Days of Leave:**  
 From 

DD	MM	YY			

 To 

DD	MM	YY			
5. Sundays and holidays, if any proposed to be prefixed / suffixed to leave : **Prefix:**  
 From 

DD	MM	YY			

 To 

DD	MM	YY			

  
**Suffix:**  
 From 

DD	MM	YY			

 To 

DD	MM	YY			
6. Reason for leave applied :  LTC LTC Block Year: 

YY	MM	YY	

  
 Others \_\_\_\_\_
7. Address and Contact No. during leave period :  
 Contact No: \_\_\_\_\_

## 8. Adjustment of duties

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

Date:

Signature of the Applicant  
(P.T.O)

Recommendation of HOD / Section Head / Reporting Officer:

**Signature with designation**

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**FOR USE BY ESTABLISHMENT BRANCH**

**(Balance of leave at Credit)**  
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Leave at Credit - EL: day(s) HPL: Day(s)

Leave taken now - EL: day(s) HPL: day(s) Com.L: day(s)

Balance - EL: day(s) HPL: day(s)

**Supdt / Asst Reg**  
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**Granted / Not Granted**

**Director**