



भारतीय सूचना प्रौद्योगिकी संस्थान इलाहाबाद
Indian Institute of Information Technology Allahabad
An Institute of National Importance by Act of Parliament
Deoghat Jhalwa, Allahabad-211015 (U.P.) INDIA

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APPLICATION FOR LEAVE

Dated:-

Part A:

1. Name of the Applicant :
2. Designation :
3. Department :
4. Period of Leave : From To Total..... Days
5. Nature of Leave : (with request for station leave if leaving H. Q.)
.....
6. Purpose of Leave :
.....
.....
7. Address during period :
of Leave :
8. Mobile No./E-Mail :

Signature of Employee

Part B: Forwarding notes (as the case may be)

Persons taking charge of duties,
if required

Name of Employee :

Designation:

Divisional Head / Section In-charge

Part C :

(For Office Use Only)

1. Balance available for nature of Leave applied for Days.
2. Leave as required at Sl. No. 4 may be sanctioned.
3. Leave only fromto sanctioned.
4. Leave applied is not granted on exigency of Institute work.

(Director)

Dealing Asstt.

Concerned Officer