

# Indian Institute of Information Technology, Allahabad



(A University Established Under Sec. 3 of UGC Act, 1956 vide  
Notification No. F.9-4/99-U.3 Dated 04.08.2000 of the Govt. of India.)  
Deoghat Jhalwa, Allahabad-211012(U.P.) India

## APPLICATION FOR LEAVE

Dated:

### Part A

1. Name of the Applicant : .....
2. Designation : .....
3. Responsibilities : .....
  - (a) Academic : .....
  - (b) Administration : .....
4. Period of the Leave : From ..... To ..... Total ..... Days
5. Nature of the Leave : ..... (with request for station leave if leaving H.Q.)
6. Purpose of the Leave : .....
7. Total duration of the Leave of absence: .....  
including (SAT/SUN/clubbed with other holidays)
8. Address during period of the Leave : .....
- Telephone No./E-Mail : .....

Signature of Applicant

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

Person taking charge of responsibility: Name.....  
If required Designation.....

### Divisional Head/Incharge

### Part C

#### **Office Processing**

1. Balance available of nature of the leave applied for .....days.
2. Leave as required at S. No. 4 may be sanctioned.
3. Leave only from.....to.....sanctioned.
4. Leave applied is not granted on exigency of Institute work.

Dealing Asstt.

Concerned Officer

Dean (Academic)