

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. **Division (a)Academic** :
 - (b) Administration :**
 4. Period of Leave : FromTo.....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 :
 -
- 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 leave applied fordays.
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.

(Head of Department)

Dealing Asstt.

Concerned Officer