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 : 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 : ……..
   ……..
   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 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.

(Director)

Dealing Asstt. **Concerned Officer**