

jk"Vh; i kS| kfxdh l lFkku] mRrjk[k.M  
NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND

Ref. No. \_\_\_\_\_

**NON-TEACHING**

Date: \_\_\_\_\_

**APPLICATION FOR**  **Casual Leave**  **Restricted Holiday**

1. Name : \_\_\_\_\_ Emp. Code: \_\_\_\_\_
2. Designation : \_\_\_\_\_
3. Section : \_\_\_\_\_
4. No. of days leave required with date : From \_\_\_\_\_ To \_\_\_\_\_ /on \_\_\_\_\_ Total: \_\_\_\_\_  
(for 1/2 day specify FN/AN)
5. Restricted Holiday : Occasion \_\_\_\_\_ /on \_\_\_\_\_ Total: \_\_\_\_\_
6. Prefixed/Suffixed : Prefixed: \_\_\_\_\_ Suffixed: \_\_\_\_\_ Total: \_\_\_\_\_
7. Reason for Leave : \_\_\_\_\_
8. Complete address during leave with mobile no. : \_\_\_\_\_
9. Alternate arrangements for assigned duties and other Academic/Administration work:

S.No.	Name of employee	Assigned duties	Pending/routine work	Signature

Date: \_\_\_\_\_

Signature of employee

**FOR OFFICE USE ONLY**

Casual Leave		Restricted Holiday	
a) Leave at Credit : _____ Day(s)		a) Leave at Credit : _____ Day(s)	
b) Leave taken now : _____ Day(s)		b) Leave taken now : _____ Day(s)	
c) Balance of Leave (a-b) : _____ Day(s)		c) Balance of Leave (a-b) : _____ Day(s)	

Dealing Assistant

Superintendent/Technical Asstt.

Approved  Not Approved

Section Head/HoD/Coordinator/Registrar/Director

To  
Registrar Office