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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/Incharge/Registrar/Director

To,
Registrar Office