

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

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

**Administrative Staff**

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 Administration work:-

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

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

**Signature of the Applicant**

Recommended  Not Recommended

**Counter Signature of Section Head**

**FOR ESTABLISHMENT SECTION 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)

Junior Assistant (Estt.)

Superintendent (Estt.)

Approved  Not Approved

**Section Head/Registrar/Director**

To,  
Establishment Section