

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

Ref. No. _____

Date: _____

**Leave Application Form – () Project Staff () Full time Research Scholar –
() Leave () Medical Leave () Maternity Leave () Paternity Leave**

1. Name : _____
2. Roll No. : _____ Date of Joining: _____
3. Name of Supervisor/Project Investigator : _____
4. Name of the Department : _____
5. No. of days leave required with date : From _____ To _____ /on _____ Total: _____
6. Prefixed/Suffixed : Prefixed: _____ Suffixed: _____ Total: _____
7. Reason for Leave : _____
8. Complete address during leave with mobile no. : _____

Date: _____

Signature of the Applicant

Recommended Not Recommended

Approved Not Approved

Signature of Supervisor/Project Investigator

Signature of HoD

FOR ESTABLISHMENT SECTION USE ONLY

	Leave	Medical Leave	Maternity Leave	Paternity Leave
a) Leave at Credit				
b) Leave taken now				
c) Balance of Leave (a-b)				

Junior Assistant (Estt.)

Superintendent (Estt.)

Assistant Registrar (Admin)

NOTE: Project Staff and Full time Research Scholars are eligible for maximum 30 days leave per academic year on pro rata basis of 2.5 days per completed calendar month or part of it, credited on the 27th of each month. Medical leave of 10 days per academic year is admissible which can be credited after completion of 6 months service. The full time research scholar is eligible for Maternity/Paternity leave during the Academic Year with assistantship as per Govt. of India norms released from time to time. The leave shall be allowed to accumulate till completion of the Fellowship period. When the status changes i.e. from Full time Research Scholar to Project Staff or vice versa, the accumulated leave shall not be transferred. Change of designation/Fellowship shall entitle continuation of accumulated leave. No additional leave and vacation leave shall be admissible.