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**NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND**

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

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

**LEAVE APPLICATION FORM OF PROJECT STAFF**

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

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

**Signature of the Applicant**

Approved  Not Approved

**Signature of HoD/Project Incharge**

**FOR DEPARTMENT USE ONLY**

- a) Leave at Credit : \_\_\_\_\_ Day(s)
- b) Leave taken now : \_\_\_\_\_ Day(s)
- c) Balance of Leave (a-b) : \_\_\_\_\_ Day(s)

**अभ्यासाध्यरयेतः विद्या**

Dealing Assistant

Technical Assistant

HoD/Project Incharge

To  
Registrar Office