राष्ट्रीय प्रौद्योगिकी संस्थान, उत्तराखण्ड
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 (for ½ day specify FN/AN) : From_____To_____/on_____Total:_____
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.

HoD/Section Head | **Registrar** | **Director**

To
Registrar Office