भारतीय सूचना प्रौद्योगिकी संस्थान इलाहाबाद
Indian Institute of Information Technology Allahabad
An Institute of National Importance by Act of Parliament
Deoghat Jhalwa, Prayagraj - 211015 (U.P.) INDIA

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LEAVE APPLICATION FOR NON-TEACHING EMPLOYEES

Dated:-_____

Part A:

1. Name of the Applicant : …………………………………………………………………...
2. Designation   : …………………………………………………………………...
3. Department   : …………………………………………………………………...
4. Period of Leave : From ………………… To …………………….. Total….. …….. Days
5. Nature of Leave : ……………………. (with request for station leave if leaving H. Q.)
   …………………………………………………………………...
6. Purpose of Leave : …………………………………………………………………...
   …………………………………………………………………...
7. Address during period : …………………………………………………………………...
   of Leave   …………………………………………………………………......
8. Mobile No./E-Mail : …………………………………………………………………..

Signature of Employee

Part B: Forwarding notes (as the case may be)
Persons taking charge of duties, if required   Name of Employee : ……………………..

Designation: …………………………...

Divisional Head / Section In-charge / Registrar / Director

Part C :   **(For Office Use Only)**

1. Balance available for nature of Leave applied for ………………………………………. Days.
2. Leave as required at Sl. No. 4 may be sanctioned.
3. Leave only from ………………………….. ….to ………………………………….. sanctioned.
4. Leave applied is not granted on exigency of Institute work.

Dealing Asstt.
(Estt. Section)   **Joint Registrar (Estt.)**

Establishment Section, IIIT Allahabad