



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

Ph.: 0532-2922025, 2922067, Fax : 0532-2430006, Web : www.iiita.ac.in, E-mail : contact@iiita.ac.in

LEAVE APPLICATION FOR FACULTY

Dated:- _____

Part A:

1. Name of the Applicant :
2. Designation :
3. Responsibilities :
(a) Academic :
(b) Administration :
4. Period of the Leave : From To Total..... Days
5. Nature of the Leave : (with request for station leave if leaving H. Q.)
.....
6. Purpose of the Leave :
.....
7. Total duration of the Leave of absence :
including (Sat/Sun/clubbed with other holidays)
8. Address during period of the Leave :
.....
- Mobile No./E-Mail :

Signature of Applicant

Part B: Forwarding notes (as the case may be)

Persons taking charge of duties, if required

Name:

Designation:

Divisional Head / In-charge / Registrar / Dean (FA) / 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 fromto sanctioned.
4. Leave applied is not granted on exigency of Institute work.

Dealing Asstt.
(Estt. Section)

Joint Registrar (Estt.)