भारतीय सूचना प्रौद्योगिकी संस्थान, लखनऊ
Indian Institute of Information Technology, Lucknow
An Institute of National Importance by Act of Parliament
Gomtinagar Extension Chak Gajaria , Lucknow – 226010 (U.P.)

APPLICATION FOR LEAVE

Dated: - ___/____/_____

Part A:

1. Name of the Applicant: _____

2. Designation : _____

3. Department : _____

4. Period of Leave : (DD/MM/YYYY) From ___/___/____To ___/_____/____Total_____ Days

5. Nature of Leave : _____CL/EL/If Any (With request for station leave if leaving H. Q.)

   _____

6. Purpose of Leave : _____

   _____

   _____

7. Address during period : _____
   of Leave _____

8. Email ID : _____MobileNo: -_____

Signature of Employee

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

Persons taking charge of duties,   Name of Employee: _____
if required

          Designation: _____

Divisional Head/Section In-charge

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.   **Deputy Registrar**   **(Director)**