

भारतीय सूचना प्रौद्योगिकी संस्थान, लखनऊ

Indian Institute of Information Technology, Lucknow

(An Institute of National Importance by Act of Parliament, Under PPP Mode)

Camp Office- IIIT-Allahabad, Deoghat, Jhalwa, Allahabad -211015 (U.P.) INDIA

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APPLICATION FOR LEAVE

Dated:-

Part A:

1. Name of the Applicant :
2. Designation :
3. Responsibilities :
4. Period of Leave : From To Total..... Days
5. Nature of Leave : (With request for station leave if leaving H. Q.)
6. Total duration of the leave of absence:.....
including (Sat/Sun/Clubbed with other holidays)
7. Purpose of Leave :
8. Address during period :
- of Leave :
9. 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:

Interim Head (IT)

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.

Interim Registrar