

राष्ट्रीय प्रौद्योगिकी संस्थान रायपुर
National Institute of Technology Raipur

Application for Casual Leave/Restricted Leave/Special Casual Leave

1.	Name :	Designation:	Deptt. :	
2.	Purpose of leave (attach proof in case of Special casual leave) (as specified in office order No. NITRR/Estt.Gaz/2014/1244 dtd 18/07/2014)	:		
3.	Period of absence	: From	To	
4.	Date of joining duty	:		
5.	No. of days of leave (excluding Saturday, Sunday and holidays)	:		
6.	Charge hand over to	:		
7.	Details of Class arrangement by faculty :			
	S.No	Name & Designation of faculty	Date	Signature
	1.			
	2.			
	3.			
	4.			
	5.			
8.	Whether Head Quarter Leave required (if required please mention dates)	: Yes <input type="checkbox"/>	No <input type="checkbox"/>	
9.	Address and phone no. during absence	:		

Date : 29/12/2017.

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Signature of applicant

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Recommended /Non-Recommended
(Head of the Department)

Casual Leave Balance : /08 ; Restricted Leave Balance: /02 ; Special Casual Leave Balance: ___/15

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Verified by
Deputy Registrar (Admin))

Granted / not granted
(Director)

- All faculty/staff members shall seek **casual leave/restricted leave** permission from their respective HoDs/Section Heads as their leave records are maintained in the Departments/Sections.

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