

**राष्ट्रीय प्रौद्योगिकी संस्थान रायपुर**  
**National Institute of Technology Raipur**

**Application for Casual Leave/Restricted Leave/Special Casual Leave**

<b>1.</b>	Name :	Designation:	Deptt. :	
<b>2.</b>	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)	:		
<b>3.</b>	Period of absence	<b>: From</b>	<b>To</b>	
<b>4.</b>	Date of joining duty	:		
<b>5.</b>	No. of days of leave (excluding Saturday, Sunday and holidays)	:		
<b>6.</b>	Charge hand over to	:		
<b>7.</b>	Details of Class arrangement by faculty :			
	<b>S.No</b>	<b>Name &amp; Designation of faculty</b>	<b>Date</b>	<b>Signature</b>
	1.			
	2.			
	3.			
	4.			
	5.			
<b>8.</b>	Whether Head Quarter Leave required (if required please mention dates)	: Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>9.</b>	Address and phone no. during absence	:		

Date : 29/12/2017.

.....  
**Signature of applicant**

.....  
Recommended /Non-Recommended  
**(Head of the Department)**

Casual Leave Balance : /08 ; Restricted Leave Balance: /02 ; Special Casual Leave Balance: \_\_\_/15

.....  
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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