

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY SONEPAT

LEAVE APPLICATION FORM

1. Name of the applicant (in full with capital letters).....
2. Designation.....3. Nature of Appointment.....
4. Emp. ID.....5. Service Book No.....
6. Faculty/Deptt/Centre/Officer.....
7. Nature and period of Leave applied for
and date from which required.....to.....
8. Saturday /Sunday & Holiday in any, proposed to be prefixed/suffixed/- Prefix.....Suffix.....
9. Reason/Purpose for leave.....10. Permission for station leave required (Yes/No).....
11. Contact address and mobile nos. during leave.
(i) Postal Address.....
(ii) E-mail:.....(iii) Mobile Nos.....
12. Total No. of days already availed (in case of C.L./Special C.L./ Duty Leave).....

Class Adjustment detail					
Sr.No.	Subject Name	Time	Branch & Sem.	Alternate Faculty Name	Sign of Alternate faculty

Date:..... Signature:.....

- (1)day casual leave/special leave/duty leave are due upto.....
- (2) Remarks/Recommendations.....

.....
Office of IIITS

.....
Approval Authority

OFFICE USE

.....days earned leave/commuted leave are due upto.....

.....
Office of IIITS

.....
Approval Authority

Note: 1. Application form only for Casual /Special Casual/Duty/Earned/Compensatory/Half Day/commuted/Maternity/Paternity Leave.
2. Supporting documents wherever necessary must be attached.