



# Indian Institute of Information Technology, Sonapat

(An Autonomous Institution of National Importance)  
IIT Delhi Technopark, Rajiv Gandhi Educational City, Sonapat-131029

## Application for Casual Leave/Restricted Holiday/Station Leave (For Staff)

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Department : \_\_\_\_\_

Extra Assignment (if any) : \_\_\_\_\_

Type of Leave : \_\_\_\_\_

Duration of Leave : From \_\_\_\_\_ To \_\_\_\_\_ (Total Days: \_\_\_\_\_ )  
Suffix/ Prefix \_\_\_\_\_

Purpose : \_\_\_\_\_

Date of joining after  
availing Leave : \_\_\_\_\_

Leave Address : \_\_\_\_\_  
\_\_\_\_\_

I have made the following arrangements for my academic commitments, if any during leave period as following:

1. \_\_\_\_\_
2. \_\_\_\_\_

Signature of Faculty: \_\_\_\_\_

Date: \_\_\_\_\_

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(FOR OFFICE USE)

Leave Taken: \_\_\_\_\_

Leave Balance: \_\_\_\_\_

Approval of the competent authority to grant leave:

Leave Granted/ Not Granted

No. of days \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_ entered in leave register on Page No. \_\_\_\_\_

Competent Authority