



Indian Institute of Information Technology, Sonapat

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

Application for Vacation Leave (Summer/ Winter)

Name : _____

Designation : _____

Department : _____

Extra Assignment (if any) : _____

Type of Leave : _____

Duration of Leave : From _____ To _____ (Total Days : _____)

Purpose : _____

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: _____

(FOR OFFICE USE)

Approval of the competent authority to grant leave:

Leave Granted/ Not Granted

Competent Authority