



भारतीय सूचना प्रौद्योगिकी संस्थान, पुणे

Indian Institute of Information Technology, Pune

APPLICATION FOR LEAVE / VACATION / EXTENSION OF LEAVE

(Service contract period fromto.....)

1. Name of Applicant:
2. Post held:
3. Nature and period of leave/ vacation:
Applied for and date from which Required & No. of days:
From to (.....days)
4. Sundays and holidays, if any propose to be prefixed/suffixed to leave:
.....
5. Net leave debited:
6. Grounds on which leaves applied for:
7. Address during leave period:
8. Contact Mobile No:
9. Other Responsibilities:
10. Date of extra work done For compensatory off duly approved:
11. Till date CL/CO availed:
12. Remark if any:

Signature of Applicant

Date:

CL/Co approved as per
the applicant demand

HOD/In charge signature

Director/Registrar