



राष्ट्रीय प्रौद्योगिकी संस्थान दिल्ली

NATIONAL INSTITUTE OF TECHNOLOGY DELHI

(शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संस्थान)

(An autonomous Institute under the aegis of Ministry of Education (Shiksha Mantralaya), Govt. of India)

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Casual Leave/Special Casual Leave/Restricted Holiday/ Compensatory Leave Application Form

Date of Leave Application	:	
Name and Employee Code	:	
Designation and Pay Level	:	
Department/Section/Office/Cell	:	
Nature of Leave Required (please Tick (✓)): Casual Leave/Special Casual Leave/ Restricted Holiday/Compensatory Leave	:	No. of Days: From: To:
Purpose (Copy of the invitation letter enclosed in case of Special Casual Leave only)	:	
Approval/Office Order in case of Compensatory Leave	:	
Whether Station leave required	:	Yes or No, if Yes From: To:
Address during the leave	:	
Contact No.	:	

Charge taken over by:

(Name, Designation and Signature)

(Signature of the applicant)

Recommended/Not Recommended: (Concerned Section Head/HoD)

(For use by the Department Office / Establishment Section)

Balance as on Date	Leave Applied For (No. of days)	Balance

(Dealing Asstt. (Deptt.)/(Estt.))

(Superintendent, Estt.)

(Deputy Registrar, Estt.)

(Registrar)

Orders of the competent authority to grant leave: Sanctioned / Not Sanctioned: **(Director)**