



राष्ट्रीय प्रौद्योगिकी संस्थान रायपुर
National Institute of Technology Raipur

Application Form for Casual Leave/Restricted Leave/Special Casual Leave (Teaching)

1.	Name:	Designation:	Deptt.:	
2.	Purpose of leave (attach proof in case of Special casual leave) (as specified in office order No. NITRR/Estt.Gaz/2014/1244 dtd 18/07/2014)	:		
3.	Previous Leave Details (EL/HPL/Commuted Leave/CL/RH/SCL)	: From	To	
4.	Period of Leave	: From	To	
5.	Date of joining duty	:		
6.	No. of days of leave (excluding Saturday, Sunday and holidays)	:		
7.	Charge hand over to	:		
8.	Details of Class arrangement by faculty:			
	S.No	Name & Designation of faculty	Date	Signature
	1.			
	2.			
	3.			
	4.			
9.	Whether Head Quarter Leave required (if required please mention dates)	: Yes <input type="checkbox"/>	No <input type="checkbox"/>	
10.	Address and phone no. during absence	:		

Date of application:

.....
Signature of applicant

.....
Recommended /Non-Recommended
(Head of the Department)

Casual Leave Balance: ___/08; Restricted Leave Balance: ___/02; Special Casual Leave Balance: ___/15
.....

Granted / not granted
(Director)

- All faculty/staff members shall seek **casual leave/restricted leave** permission from their respective HoDs/Section Heads as their leave records are maintained in the Departments/Sections.
