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**National Institute of Technology Raipur**

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**National Institute of Technology Raipur**

**Application Form for Casual Leave/Restricted Leave/Special Casual Leave (Non-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.** | Whether Head Quarter Leave required (if required please mention dates) | : Yes No  |
| **9.** | 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  **(Registrar)** |
| * 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.

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