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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.   \* \* \* \* \* \*\* | | | |