

INDIAN INSTITUTE OF TECHNOLOGY KANPUR

APPLICATION FOR EARNED LEAVE/VACATION LEAVE/COMMUTED LEAVE/HALF PAY LEAVE/EXTRA-ORDINARY LEAVE

1. Personal File No. : _____
2. Name : _____
3. Designation : _____
4. Department/Section : _____
5. Leave applied for : _____ days from _____ to _____
6. Nature of leave : _____
7. Purpose : _____
8. Last Leave Availed : _____
(Including date of joining & nature of leave)
9. Address during leave : _____

(Dated)

(Signature)

Specific Recommendation of Head of Department

Signature of Head of Department

To be used in Administration Section

The following leave is due on _____ following
leave on the basis of recommendation of Head of Department/Section may be sanctioned.

A.R.D.R

Dealing Asstt. Supdt.

Registrar
Director

Balance: EL/HPL