



Indian Institute of Technology Kanpur

Office of Outreach Activities

APPLICATION FOR LEAVE (PROJECT STAFF)

To,
The Group In-Charge,

Finance and General Administration Marketing
 Technical (mooKIT) Academics & Policy

I respectfully request sanction of leave as per the details given below.

1.	Name		
2.	Designation		
3.	Personal File (P.F. No.)		
4.	Type of Leave (applied for)	Casual <input type="checkbox"/>	Annual <input type="checkbox"/>
5.	Period of Leave	From:	To:
6.	Total No. of days		
7.	Purpose of Leave		
8.	Leave Address (if proceeding out of station)		
9.	Details of the person who will take of the work during leave	(i) Name: _____	
		(ii) Designation _____	
		(iii) Signature _____	
10.	Details Leave Balance (to be re-verified by the Admin_OOA Team)	(i) Casual leave _____ days	
		(ii) Annual leave _____ days	

It is certified that the above leave balance is correct to the best of my knowledge.

Signature
Date

Forwarded/Recommended Not Forwarded/Recommended

Signature of Group In-Charge

Approved/ Not Approved

Professor-In-Charge, OOA