



# Indian Institute of Technology Kanpur

## Office of Outreach Activities

### APPLICATION FOR LEAVE (PROJECT STAFF)

To,  
The Group In-Charge,

☐ Finance and General Administration  
☐ Technical (mooKIT)

☐ Marketing  
☐ 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