



राष्ट्रीय प्रौद्योगिकी संस्थान मणिपुर
NATIONAL INSTITUTE OF TECHNOLOGY MANIPUR

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An Autonomous Institute under MHRD, Govt. of India.

LEAVE APPLICATION FORM FOR REGULAR (NON-FACULTY)

1.	Name of the applicant (in bold letters)	:	
2.	Designation	:	
3.	Department	:	
4.	Nature of leave applied for (Special CL/ EL/ RH/ HPL/ Duty Leave/ Commuted Leave/ Etc.)	:	
5.	Period of leave applied for	:	From: _____ To: _____
6.	Number of day(s)	:	_____ day(s)
7.	Purpose for which leave is applied for	:	
8.	Whether station leave permission is required	:	Yes () / No () If yes, place to be visited:
9.	Address during leave with contact No.	:	
			Contact Number : _____ e-mail : _____

Signature with date of the applicant

Forwarding Remarks/ Recommendation of the Head of the Department / Controlling Officer.

Signature with date of HOD/Controlling Officer

Certificate of Availability of Leave

(to be filled by the Officer maintaining the Leave Record)

Nature of leave applied for	Balance till date	No. of days applied for

Signature of Dealing Assistant

Signature of the Officer maintaining Leave Record.

Orders of the competent authority to grant leave

Sanctioned / Not Sanctioned

Signature with date