

**ELECTRONICS & COMMUNICATION DEPARTMENT  
NATIONAL INSTITUTE OF TECHNOLOGY, KURUKSHETRA**

**Application for Casual/Compensatory/Duty/Restricted/Vacation/Academic/ Station Leave**

Name and Designation \_\_\_\_\_

Department \_\_\_\_\_

No of Days Day(s)\_\_\_\_\_From\_\_\_\_\_to\_\_\_\_\_

(With From and To) Prefix\_\_\_\_\_Suffix\_\_\_\_\_

Purpose of Leave \_\_\_\_\_

Leave Address \_\_\_\_\_

(When out of station) \_\_\_\_\_

\_\_\_\_\_  
(Telephone /Mobile No)

Whether leave arrangement done (on back side)? Yes/No (as per requirement)

Whether notice is displayed on notice board? Yes/No

Dated: \_\_\_\_\_

Signature of Employee

FOR OFFICAL USE

Total Leave \_\_\_\_\_

Leave already availed\_\_\_\_\_

Now applied for \_\_\_\_\_

Balance Leave \_\_\_\_\_

Signature of Dealing Official

Signature of Recommending Authority

Signature of Sanctioning Authority

# NOTICE

Date: \_\_\_\_\_

(Strike whichever is not applicable)

I am/was on leave for the period mentioned below:

From	To

1. The following faculty member(s) shall engage classes as mentioned below:

Sr. No.	B.Tech. /M.Tech. Semester/section	Date	Period	Name of faculty

2. To recover loss of classes, I shall engage classes as mentioned below:

Sr. No.	B.Tech. /M.Tech. Semester/section	Date	Period

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Copy to:

1. Notice board (ECE)
2. HOD, ECE