



राष्ट्रीय प्रौद्योगिकी संस्थान हमीरपुर
हमीरपुर (हि.प्र.) – 177 005 (भारत)
NATIONAL INSTITUTE OF TECHNOLOGY HAMIRPUR
HAMIRPUR (H.P.) - 177 005 (INDIA)
(An Institute of National Importance under Ministry of HRD)

Application form for Casual Leave

Name of the Employee Year

Designation Department.....

Sr. No.	Date(s) for which leave applied	Reason	Signature (with date) of the		
			Applicant	HOD/HOC/ Section Head	Sanctioning Authority

Sanctioning Authority

- Director for Institute Faculty Functionaries.
- HOD/HOC/Section Head for others.
- Registrar for Administration & Establishment Section as well as Accounts & Audit Section.
- Station leaving form must be submitted if any employee is leaving the station.