



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 Station Leaving Permission

1. Name _____
2. Designation _____
3. Department _____
4. Reason for leaving the station _____
5. **Charge handed over to** _____
6. Consent of the concerned person _____
7. Details of leave applied for/sanctioned holidays or deputation on official work consent

Type of leave: _____ From date _____ Till date _____

Period of absence _____ From date _____ Till date _____

8. Detail of class engagement :

Sl. No.	Class with Section	Date	Time slot	Signatures of faculty engaged.

9. Address/Phone No. during absence _____

Date _____

Signature of the Applicant _____

Permitted/Not Permitted.

Signature of HOD/HOC/Section In Charge
Registrar (As applicable)

Director

- All employees shall seek permission from the Head of the Department/Centre/Section, who shall maintain the records.
- All Institute Faculty Functionaries shall seek station leaving permission from the Director.