



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)

Annexure: DPP-19
Clause-12.1 (2)

Annual Leave Application Form

To
The Head of Department/Centre

Sir,

Kindly allow me to avail Leave from..... to..... for.....days and station leave from
Date.....Time..... to Date Time.....

My address during leave will be as below:

Address:

Yours sincerely

(Signature)

Name:

Registration No.:

Date:

For Official use

Recommended by:

Supervisor

Forwarded by:

Convener, DDPC

Approved by:

HoD/HoC

Recorded in Research Scholar's File in the concerned Department

Signature of staff of concerned Department