



NATIONAL INSTITUTE OF TECHNOLOGY CALICUT

APPLICATION FOR LEAVE

- 1. Name & Employee id of the applicant : _____ & _____
2. Post held : _____
3. Department/Section : _____
4. Pay : _____
5. Compensatory allowance drawn : House Rent _____ Others _____
6. Period of leave applied for : _____
7. Nature of leave : EL / Comm. L / HPL / LOP (Encircle the appropriate)
8. Sundays and Holidays, If any, proposed to be Prefixed/Suffixed to leave : Prefix: _____ Suffix: _____
9. Grounds on which leave applied on : _____
10. Date of return from last leave & the nature and period of that leave : _____
11. Do you propose to avail of LTC during the ensuring leave? : No/Yes for the Block year _____
12. Address during leave period : _____

Arrangement of Class Work/Duty (if any)

12(a) _____

Signature of applicant (with date)

13. Remarks and/ or Recommendation of the Head of the Dept./ Section

Signature (with date) Designation

CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE

14. Certified that EL/Comm. L/HPL/LoP for _____ days/ months from _____ to _____ is admissible. Balance leave after deduction is _____.

Section Clerk

J. S

AR/DR



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Joining Report

I hereby report for duty today i.e., on FN/AN after
availing EL/COML/LOP from to with permission to
prefix the Holidays on and Suffix the Holidays
on.....

Date:

Signature:

Name & Designation:

Department:

Forwarded _____

Head of the Department _____(Section/Dept.)

For Admin use