



राष्ट्रीय प्रौद्योगिकी संस्थान, दुर्गापुर
NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR
MAHATMA GANDHI AVENUE, DURGAPUR — 713 209, INDIA

To
The Dean (FW),
National Institute of Technology
Durgapur — 713209

(Through Proper Channel)

Sub: - Application for Earned Leave/Child Care Leave/Special Leaves etc.

1. Name & Designation - _____
2. Nature of Leave applied for –

3. Reason for taking leave - _____
4. State no. of days with date(s)- _____
5. If out of station, state address - : _____
6. Date of leaving station — _____
7. Date of returning to station —: _____

Recommended/Not Recommended

Signature of Head of the Deptt./Section

Signature of the applicant with date
Department/ Section: _____

Employee ID No: _____