



राष्ट्रीय प्रौद्योगिकी संस्थान दुर्गापुर

ন্যাশনাল ইনস্টিটিউট অফ টেকনোলজি দুর্গাপুর
NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR

Mahatma Gandhi Avenue, Durgapur – 713209, West Bengal, India

To
The Registrar
National Institute of Technology Durgapur

(Through Proper Channel)

Subject: Application for Casual Leave / Earned Leave / Commuted Leave / HPL / C.C.L / Station Leave

1. Name & Designation :
2. State no. of days with date(s) :
3. Reason for taking leave :
4. If out of station, state address :
5. Date of leaving station :
6. Date of returning to station :

Forwarded / Granted

Signature of Head of the Deptt. / Section

Signature of the applicant with date

Department / Section:.....

Employee ID No.: