



राष्ट्रीय प्रौद्योगिकी संस्थान दुर्गापुर
महात्मा गांधी एभेन्यू, दुर्गापुर- 713209, (पश्चिम बंगाल), भारत
NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR
MAHATMA GANDHI AVENUE, DURGAPUR – 713 209, INDIA

To
The Registrar
National Institute of Technology
Durgapur – 713209

(Through Proper Channel)

**(Sub: - 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: _____



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NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR
MAHATMA GANDHI AVENUE, DURGAPUR – 713 209, INDIA

Date:

To
The Registrar
National Institute of Technology
Durgapur – 713209

(Through Proper Channel)

Sub: Joining Report

Sir,

With due respect I would like to state that I've joined my duty on today i.e. on _____ after availing _____ days _____ Leave from _____ to _____

This is for your kind information and necessary action please.

Thanking you,

Yours faithfully,

Signature of Head of the Deptt./Section

Signature of the applicant with date

Name: _____

Department/Section: _____

Employee ID No: _____