



# राष्ट्रीय प्रौद्योगिकी संस्थान आंध्रप्रदेश

## NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH

Near National Highway No. 16, Kondrupolu, Tadepalligudem – 534101

West Godavari District, Andhra Pradesh, India

### Application for Earned Leave/Half Pay Leave/Extra Ordinary Leave/Commuted Leave/Vacation

Name of the applicant & EC No.			
Designation/Department			
Nature of Leave applied for (EL/HPL/EOL/Com.Leave/VL)			
Period of Leave	From:	To:	No. of days:
Sunday and Holiday, if any, proposed to be prefixed/suffixed to leave suffix	Prefix	From:	To:
	Suffix	From:	To:
Leave (if extended)	From:	To:	No. of days:
Alternative arrangement details			
Ground on which leave is applied for			
I propose/do not propose to avail myself of Leave Travel Concession for the block years _____ during the leave.			
Address during the leave	Pincode:		
	Contact No:		
Whether Station leave is required	Yes /No; If yes:		
	From:	To:	

Signature of the applicant with date

#### For use by the Administration Section

Certified that \_\_\_\_\_ (nature of leave) for \_\_\_\_\_ period, From \_\_\_\_\_  
To \_\_\_\_\_ is available as per following details.

Nature of leave applied for	No. of leaves already availed	Balance as on date	Leave applied for (No. of days)

Dealing of the Department (Admin/Estt)

Remarks of the Head: Recommended/Not recommended

Signature of the HOD

#### Sanctioned/Not Sanctioned

Signature of the Dean(Faculty Welfare)

#### For use by the Administration Section

i) Joining Report received on \_\_\_\_\_ ii) Leave entered in the Service Book/Leave Register at page no. \_\_\_\_\_

Verifying Officer