



Regular Non-Teaching

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 CASUAL/RESTRICTED(OH) LEAVE

Name of the applicant & EC No.				
Designation/Department				
Nature of Leave Required:CL/RH(OH)	Type of Leave:	No of days:		
	From:	To:		
Sunday and Holiday, if any, proposed to be prefixed/suffixed to leave suffix	Prefix	From:	To:	No.of days:
	Suffix	From:	To:	No.of days:
Purpose				
Alternative arrangement details				
Whether Station leave required	Yes or No, if yes,			
	From:	To:		
Address during the leave				
	Phone No:			

Signature of the applicant with date

For use by the Administration Section

CL allowed in a calendar year: 8 CL + 2 Restricted (OH) leaves

No.of days already availed	Balance as on date	Leave Applied For (No. of days)	Remaining Balance

Dealing of the Department (Admin/Estt)

Remarks of the Head: Recommended/Not recommended

Signature of the HOD

Sanctioned/Not Sanctioned

Signature of the Registrar