



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			
	Pincodes:	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 Registrar

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