

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY BHAGALPUR

LEAVE APPLICATION

1.	Name of the applicant				
2.	Designation			Emp_No.:	
	Dept. / Section / Centre				
3.	Nature & Period of Leave (For Spl. CL, Commuted Leave, EL, Maternity Leave, Paternity Leave etc. please attach supporting papers)	Nature	From	To	No. of Days
4.	Holidays, Prefixing / Suffixing	Prefix	From:	To:	No. of Days:
		Suffix	From:	To:	No. of Days:
5.	Reasons for leave				
6.	Whether the applicant proposes to avail of Leave Travel Concession during the ensuing leave. If yes, please submit the Application for LTC (Form No. 11) duly filled in along with this application.	YES	NO		
7.	Whether Station Leave permission required or not	Yes, From:	To:	NO	
8.	Are you holding any other position like HOD, HOC, HOS, Warden, Chairman of a Committee etc. If so, please enclose the approval/ consent of appropriate authority for the period of leave.				
*9.	Arrangement for classes during the proposed leave (for faculty members)	No. of classes to be missed:		Alternative Arrangement:	
10.	Address while on leave				
		Contact Phone No. (if any):			Pin:

11. *In the event of my resignation, voluntary retirement, dismissal or removal from service or in the event of termination of my service, I undertake to refund:*
- a) *The leave salary drawn for the period of Earned Leave, which would not have been admissible, had that leave not been credited in advance*
 - b) *i) The difference between the leave salary drawn during commuted leave and that admissible during half pay leave.*
ii) The leave salary drawn during leave not due.

Date : _____

Signature of the Applicant

Remarks and/or recommendation of HOD/HOS/HOC/Registrar

Signature

Designation : _____

Date : _____

Dept./Section/Centre : _____

- Note:**
1. *All kinds of leave, except Casual Leave should be applied in this form and forwarded to Admn./ Faculty Affairs after recommendation of the concerned HODs/HOSs/HOCs. Casual Leave should be applied in the CL Card maintained in the respective Dept./Section/Centre.*
 2. *In case the leave is requested for Project related work, please mention the Project No. at the top of the application and forward to Dean, R&D through the concerned HOD/HOC/HOS.*
 - *3. *If the proposed leave is during the semester period, please furnish the details of alternate arrangement for the missed classes.*

FOR OFFICE USE

Certified that the following leave is admissible to:

Name of the applicant				
Designation				
Dept. / Section / Centre				
Nature and period of leave admissible	Nature	From	To	No. of Days
Holidays Prefixing / Suffixing	Prefix			
	Suffix			
Station Leave	From :	To :	No. of Days :	
Balance of leave as on	Vacation Leave	Days		
	Earned Leave	Days		
	Half Pay Leave	Days		
	Casual Leave	Days		
Special Casual Leave		Days		

Leave as above may be approved:

Signature of the dealing officials

Approval of Sanctioning Authority:

Signature of the Sanctioning Authority

Please return to HOS (Admn. / Faculty Affairs)