

STAFF



भारतीय सूचना प्रौद्योगिकी, अभिकल्पना एवं विनिर्माण संस्थान, कांचीपुरम
**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, DESIGN
AND MANUFACTURING, KANCHEEPURAM**
Melakottaiyur, Off Vandalur-Kelambakkam Road, Chennai-600048

CASUAL / COMPENSATORY / RH LEAVE APPLICATION FORM

1. Name :
2. Designation :
3. No. of Days of leave required with date (for ½ day specify FN / AN) :
4. Reason for leave :
5. During my absence _____ will take care of my responsibilities.

Date of Application:

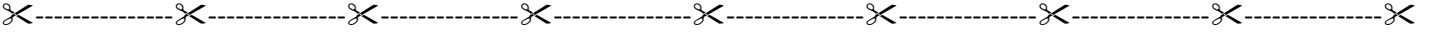
Signature of the Applicant

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(FOR USE IN OFFICE)

Leave at Credit : day(s) **Granted / Not Granted**
Leave taken now : day(s)
Balance of leave at Credit : day(s)

Registrar



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