



भारतीय सूचना प्रौद्योगिकी, अभिकल्पना एवं विनिर्माण संस्थान, कांचीपुरम

**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, DESIGN AND
MANUFACTURING, KANCHEEPURAM**

Melakkottaiyur, Vandalur –Kelambakkam Road, Chennai – 600 127

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. The Class/Lab Hours lost shall be
Compensated on :
6. Pending Tasks :

Date:

Signature of the Applicant

Recommended/Not Recommended

Signature of the HOD/ Lab In-Charge with date

Leave at Credit	:	days (s)	(FOR USE IN OFFICE)	Granted/Not Granted
Leave taken now	:	days (s)		
Balance of leave at Credit	:	days (s)		

Signature of sanctioning Authority

FACULTY/TECHNICAL SATFF



भारतीय सूचना प्रौद्योगिकी, अभिकल्पना एवं विनिर्माण संस्थान, कांचीपुरम

**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, DESIGN AND
MANUFACTURING, KANCHEEPURAM**

Melakkottaiyur, Vandalur –Kelambakkam Road, Chennai – 600 127

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. The Class/Lab Hours lost shall be
Compensated on :
6. Pending Tasks :

Date:

Signature of the Applicant

Recommended/Not Recommended

Signature of the HOD/ Lab In-Charge with date

Leave at Credit	:	days (s)	(FOR USE IN OFFICE)	Granted/Not Granted
Leave taken now	:	days (s)		
Balance of leave at Credit	:	days (s)		

Signature of sanctioning Authority