

**Contract Staff**



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

Melakottaiyur, Off Vandalur-Kelambakkam Road, Chennai-600 127

**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

=====

(FOR USE IN OFFICE)

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

**Sanctioning Authority**

✂-----✂-----✂-----✂-----✂-----✂-----✂-----✂-----✂

**Contract Staff**



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

Melakottaiyur, Off Vandalur-Kelambakkam Road, Chennai-600 127

**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

=====

(FOR USE IN OFFICE)

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

**Sanctioning Authority**