



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

Melakottaiyur, Off Vandalur-Kelambakkam Road, Chennai-600127

APPLICATION FOR VACATION

1. Name of the Applicant :
2. Designation :
3. Academic Year :
4. Nature of Leave : WINTER VACATION / SUMMER VACATION
5. Address and Contact No. :
6. Pending task if any :
7. I proposed to avail leave the following period:

Sl No.	From (Date)	To (Date)	No. of Days
1.			
2.			
3.			
4.			
5.			

Date of application:

Signature of the Applicant

Recommended / Not Recommended

Signature with date of the HoD.

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(FOR USE IN OFFICE)

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

In-charge

Signature of Sanctioning Authority