

VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY, NAGPUR

APPLICATION FOR LEAVE OF CONTRACT EMPLOYEES

1. Name of applicant _____
2. Post held _____
3. Department / Section _____
4. Pay (Consolidated) _____
5. Nature and period of leave applied for and date from which required _____
6. Sundays and holidays, if any, proposed to be prefixed/suffixed to leave _____
7. Grounds on which leave is applied for _____
8. Date of return from last leave, and the nature and period of that leave _____
9. Address during leave period _____

Signature of Applicant
(with date)

10. Remarks and /or recommendations of the Controlling Officer

Signature of Controlling Officer
(with date)

CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE

11. Certified that (nature of leave) for(period) fromto.....is admissible under Ruleof the Central Civil Services (Leave) Rules, 1972.

Signature of Controlling Officer
(with date)

12. Orders of the authority competent to grant leave

Signature of Dean (Adm.)
(with date)