



विश्वेश्वरय्या राष्ट्रीय प्रौद्योगिकी संस्थान, नागपुर
VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY, NAGPUR

APPLICATION FOR CANCELLATION OF LEAVE

1.	Name	
2.	Designation	
3.	Deptt./ Section	
4.	Cancelled to be	
5.	Duration	From _____ to _____
6.	Ground for cancellation of Leave	
7.	Whether applying for LTC/Encashment of Leave	Yes/ No
8.	Remarks if any	

Date:

Signature of the Applicant

Signature of Controlling Officer

Remarks/ recommended of Controlling Officer

FOR OFFICE USE ONLY

Earned Leave/ Commuted Leave/ HPL For Days W.E.F. Tocancelled on
and necessary entries are taken in Service Book.

OPENING BALANCE	
LEAVE SANCTIONED	
CLOSING BALANCE	

Sr. Assistant (Estt.)

Sr.Supt(Estt.)

O.S.D.(Estt.)

Jt. Registrar (Admn.)

Dean(FW)