

*MAULANA AZAD*  
**NATIONAL INSTITUTE OF TECHNOLOGY, BHOPAL**  
DEPARTMENT/SECTION .....

**Application for Casual Leave / Restricted Holidays (Staff)**

Dated : \_\_\_\_\_

Name \_\_\_\_\_ Designation \_\_\_\_\_

Reason for leave \_\_\_\_\_

Leave from \_\_\_\_\_ to \_\_\_\_\_ Total Days \_\_\_\_\_

Address during leave \_\_\_\_\_

Head Quarter Leave Permission: \_\_\_\_\_

(Signature of the Applicant)

Sanctioned/Not Sanctioned

Sectional Incharge

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