



**Maulana Azad**  
**NATIONAL INSTITUTE OF TECHNOLOGY**  
**Bhopal-462 051**

**LEAVE APPLICATION  
FORM**

<b>LEAVE APPLICATION FORM</b>		<b>Employee Code</b>		
		<b>Designation</b>		
		<b>Department</b>		
<b>Name</b>				
<b>Leave Detail</b>				
<b>Type of Leave</b> Earned / HP / Commuted			<b>Head Quarter Permission required Yes/No</b>	
<b>Period of Leave</b>	<b>Prefix Holiday</b>	<b>From</b>	<b>To</b>	<b>Suffix Holiday</b>
<b>Total Leave days excluding Prefix/ suffix</b>	<b>Address During leave</b>			
<b>Reason For Leave</b>				
<b>Necessary Class/Duty Arrangement</b>				
		<b>Person to whom duty Assigned</b>	<b>Designation</b>	<b>Signature</b>
<b>Class Arrangement</b>	UG			
	PG			
<b>Additional / Alternative Arrangement (If any)</b>				
<b>For use of Establishment Section</b>				
<b>Earned Leave Balance</b>				
<b>HP/Commuted Leave Balance</b>				
<b>Entered in Service Book On Page No. :</b>			<b>Signature of Employee</b>	<b>Recommendation of HoS/HoD</b>
<b>Checked by</b>	<b>Verified by</b>	<b>AR / DR</b>	<b>Sanction of Approving Authority</b>	
<b>Note :-</b>				
1.	It is mandatory to fill all the requisite information in the format.			
2.	The application for EL/HPL shall be submitted at least 21 days in advance and Approval is subject to availability of leave in his/her credit. If leave is applied on Medical Ground, Certificate from appropriate Doctor should be attached.			
3.	Applicant should get his/her leaves approved from the competent Authority before departure from the Institute and submit the same to Establishment Section.			
4.	If any alteration needed in the format must be brought to the notice of <del>HoS/HoD</del> <b>HoS/HoD</b> for necessary section.			

A.P.L. (EST.)