



भारतीय सूचना प्रौद्योगिकी संस्थान, नागपुर
Indian Institute of Information Technology, Nagpur

“An Institution of National Importance by an Act of Parliament”

S.No. 140,141/1 Behind Br. Sheshrao Wankhade Shetkari Sahkari Soot Girmi,
Village - Waranga, PO - Dongargaon (Butibori), District - Nagpur (Maharashtra) – 441108

Website: www.iitn.ac.in Email: director@iitn.ac.in, registrar@iitn.ac.in Phone: - 9405215010

LEAVE APPLICATION FOR NON TEACHING STAFF

(Casual Leave / Compensatory Off)

1.	Name of Applicant		
2.	Post Held		
3.	Department/ Section		
4.	Period of leave applied for and date from which required		
5.	Sundays and Holidays, if any proposed To be prefixed / suffixed to leave		
6.	Reason for Leave		
7.	Address during leave period		
8.	Charge Handover to during leave Period		Signature for Concern Person

Signature of Applicant
(With Date)

Recommendation of the HOD / OSD /AOSD

REGISTRAR