



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

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**APPLICATION FOR EARNED/MEDICAL LEAVE**  
(NOTE: ITEMS 1 TO 9 MUST BE FILLED BY THE APPLICANT)

1. Name of the Applicant			
2. Designation			
3. Dept / Section	-		
4. Nature of Leave	Earn Leave / Commuted Leave on Medical Certificate		
5. Period	Total	Days	From To
6. Prefixed/Suffixed	On Which Date	Total No. of Days	
1.			
2.			
3.			
7. Grounds of Leave			
8. Address while on leave			
9. Alternate arrangement for (Classes / Office Work)			Signature & Date
<b>10 a.</b> In the event of my resignation or voluntary retirement from the service, I undertake to refund the difference between the salary drawn during commuted leave and that admissible during half pay leave. The leave salary drawn during leave not due. <b>b.</b> I also undertake to refund the leave salary drawn for the period of Earned Leave which would not have been admissible, had that leave not been credited in advance in the event of my resignation, voluntary retirement, dismissal or removal from service or in the event of termination of my services.			

Date :

Signature of the Applicant

Signature of HOD / OSD

I/c Dean / Registrar

For Office Use

Certified that the following leave is admissible to :  
Application received on :

Balance of Leave	Earned Leave	Commuted leave on Medical certificate	Days / Half pay leave

Signature of Jr. Officer (Admin)

AOSD (Admin)

APPROVED / NOT APPROVED

Registrar

Director

Date: