



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

APPLICATION FOR CASUAL LEAVE

(Sr. No 1 to 8 to be filled by applicant)

1	Department		
2	Date of Application		
3	Name of the Applicant		
4	Designation		
5	Leave Applied	From	To /on
6	Reason for Leave		
7	Address in case going Out of station		
8	Alternate arrangements For Classes & other Academic Work / Administrative Work		Signature & Date

Signature of the Applicant

Recommendations

From the HOD/OSD/AOSD : **Recommended / Not Recommended**

Signature of the HOD/OSD/AOSD:

Signature of Associate Dean / Registrar

For Office Use Only

To:
The Registrar

Total Casual Leaves	08 Days
Casual Leaves availed till date	
Casual Leaves Balance	

Signature of Junior Assistant (Admin)