

MOTILAL NEHRU NATIONAL INSTITUTE OF TECHNOLOGY

Allahabad – 211004

Proforma for leave (Except CL & RH)

Name & Employee Code :

Designation :

Department :

Nature of Leave Applied for i.e.

Earned Leave/Medical Leave/Vacation Leave*/ :

Half Pay Leave/Extra Ordinary Leave etc. :

Period for which leave is required : w.e.f.to.....

Date of prefix/suffix, if any :

Reason for applying for leave :

Station leaving (if applicable) : w.e.f.....to.....

Address when out of station and contact :

Contact number

(Signature of the applicant with date)

Recommendation of the Head of the :

Department/Section-Incharge :

(Signature of HOD with date)

Sanctioned it due/Not Sanctioned

Signature of the Director/Registrar **

Record supplied by the Establishment Section

| | Earned Leave | Commuted Leave | Half Pay Leave | Medical Leave | Special Leave | Any other Leave |
|----------------|---------------------|-----------------------|-----------------------|----------------------|----------------------|------------------------|
| Due | | | | | | |
| Applied | | | | | | |
| Balance | | | | | | |

Remarks of the Registrar :

(if applicable)

* During vacation no leave other than vacation Leave may be availed.

** To be signed by Director in case of Faculty Members/Administrative officers and Registrar in case of others.