

मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद
इलाहाबाद-211004 (भारत)
Motilal Nehru National Institute of Technology Allahabad
Allahabad-211004 (India)

Application for Station Leaving Permission

1. Name.....Designation.....Department.....

2. Reason for leaving the station.....

3. a) Charge Handed over to.....

b) Consent of the person concerned

4. Details of leave applied for/ sanctioned holidays or deputation on official work:

Type.....From.....to.....

5. Period of absence: From Date:.....Time:.....to Date:.....Time:.....

6. Details of class engagement:

7. Address/ Phone No. during absence:

Date:

(Signature of the Applicant)

(Permitted/Not Permitted)

(Signature of HOD, Cell / Section In charge etc)

(Director's Signature)

- All faculty members and officers shall seek station leaving permission from the Director through HOD.
- Other employees shall seek permission from the HOD/Centre/Cell In charge etc., who shall maintain record.