राष्ट्रीय प्रौद्योगिकी संस्थान मिजोरम
NATIONAL INSTITUTE OF TECHNOLOGY MIZORAM
(An Institution of National Importance under the Ministry of Education, Govt. of India)
CHALTLANG, AIZAWL, MIZORAM – 796012
Phone/Fax: 0389-2391699 / 0389-2391236 / 0389-2391774 Email: nit_mizoram@nitmz.ac.in

APPLICATION FOR EARNED LEAVE OF CONTRACTUAL/Adhoc EMPLOYEE

1. Name of applicant : _____
2. Designation/Post held : _____
3. Department / Section : _____
4. Nature of Leave : _____
5. Period applied for : _____ Day(s)
6. Date : From._____ to _____
7. Sundays and holidays if any proposed to be prefixed/ suffixed to leave : _____
8. Grounds on which leave is applied for : _____
9. Alternate arrangement of Academic and Admin. responsibilities : _____
10. Address during leave period : _____

Signature of Applicant
(With date)

11. Remarks and/ or recommendation of the controlling officer

Signature of Head of Department / Controlling Officer
(With date)

CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE

12. Certified that..... (Nature of leave) for..... (Period) from.....to.....as admissible under Rule.....of the Central Civil Services (Leave) Rules, 1972.

Superintendent **Deputy Registrar**

Orders of Sanctioning Authority
Date:

Registrar / Director