



**राष्ट्रीय प्रौद्योगिकी संस्थान मिजोरम**  
**NATIONAL INSTITUTE OF TECHNOLOGY MIZORAM**  
**CHALTLANG, AIZAWL: MIZORAM - 796012**

**APPLICATION FOR VACATION ( SUMMER / WINTER )**

NOTE: ITEMS 1 - 10 MUST BE FILLED BY THE APPLICANT

1	Name in Block Letters		
2	Designation		
3	Department / Section		
4	Whether Vacation or Non-Vacation Department	Yes / No	
5	Vacation for	Summer / Winter Academic Year: _____ - _____	
6	Duration of Vacation Applied	_____ Day(s)	
7	Period of Vacation Applied	From:	To:
8	Prefixed / Suffixed	Total no. of Pref. / Suf.	_____ Days
		Prefixed	Suffixed
		1.	1.
		2.	2.
		3.	3.
9	Address while on Vacation		
10	Alternate Arrangement of Class /Duty/Responsibility during Vacation		

Date:

Signature of the Applicant

11. Remarks or recommendation of the Head of Department / Dean.

Date:

Signature : \_\_\_\_\_

Designation : \_\_\_\_\_

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**FOR OFFICE USE**

Certified that the following Vacation is admissible to:

Application received on: \_\_\_\_\_

Balance of Earned Leave [1]	Vacation Applied for Sanction [2]	Equivalent Earned Leave to be Debited [3=2 x 0.5]	Balance of Earned Leave in A/c [1 - 3]

**Superintendent**

**Deputy Registrar**

Orders of Sanctioning Authority

Date:

**Registrar / Director**