



राष्ट्रीय प्रौद्योगिकी संस्थान मिजोरम
NATIONAL INSTITUTE OF TECHNOLOGY MIZORAM
(An Institution of National Importance under the Ministry of HRD, Govt. of India)
CHALTLANG, AIZAWL, MIZORAM - 796012

Phone/Fax: 0389-2391774 / 0389-2391699 / 0389-2391236

Email: nit_mizoram@nitmz.ac.in

APPLICATION FOR CASUAL LEAVE / SPECIAL CASUAL LEAVE

DATE: _____

NAME : _____

DESIGNATION : _____

DEPARTMENT : _____

LEAVE APPLIED : FROM _____ TO _____ / ON _____

NO. OF DAYS (PERIOD) : _____

REASON / GROUND : _____

ADDRESS IN CASE : _____
GOING OUT OF
STATION

ALTERNATE ARRANGEMENTS : _____
FOR CLASSES & OTHER
ACADEMIC WORK

Signature of the Applicant

Recommendations

From the HoD / Dy. Registrar : Recommended / Not recommended

Signature of Registrar / Director : _____

For Office Use

To : Superintendent/ A.R / D.R (Admin.)

Total Leave : C.L = 8 Days Special C.L =

Leave Availed Till Date : C.L = Special C.L =

Leave Balance : C.L = Special C.L =
