|  |  |
| --- | --- |
|  | **Ekksrhyky usg: jk”Vªh; izkS|ksfxdh laLFkku bykgkckn****bykgkckn&211004 ¼Hkkjr½****Motilal Nehru National Institute of Technology Allahabad**Allahabad-211004 (India) |

**vodk’k ds fy, izi= ¼vkdfLed vodk’k vkSj izfrcfU/kr vodk’k ds vfrfjDr½**

**Proforma for leave (Except Casual Leave & Restricted Holiday)**

deZpkjh dk uke ,oa dksM la[;k@ Name of Employee & Code‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑------------------------------------------------‑‑‑‑‑‑‑‑‑‑-‑‑‑‑‑‑‑

inuke@ Designation--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

foHkkx@ Department---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

vkosfnr vodk’k dk izdkj@ Nature of Leave Applied for i.e.-----------------------------------------------------------------------------------------------------------------------------

mikftZr vodk’k@ pSdsfRldh; vodk’k@ izkodk’k vodk’k Earned Leave/Medical Leave/Vacation Leave/.-----------------------------------------------------

v)Z osru vodk’k@vlk/kkj.k vodk’k bR;kfn@ Half Pay Leave/Extra Ordinary Leave etc..------------------------------------------------------------------------------

vkosfnr vodk’k dh vof/k@Period for which leave is required..--------------------------------------------------------ls@to---------------------------------------------------------

vuq;kstu@izR;k;kstu dh rkjh[k] ;fn dksbZ gks@Date of prefix/suffix, if any.--------------------------------------------------------------------------------------------------------

vodk’k vkosnu dk iz;kstu@Reason for applying for leave..-----------------------------------------------------------------------------------------------------------------------------

dk;ZLFky NksM+us dk vkosnu i= ¼;fn ykxw gks½@Station Leaving application (if applicable)..----------------------------------------------------------------------------

dk;ZLFky ls ckgj gksus dh fLFkfr esa irk ,oa nwjHkk”k la[;k@Address when out of station and contact number..----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

 (vkosnd ds gLrk{kj frfFk lfgr)

(Signature of the applicant with date)

foHkkxk/;{k@izHkkjh dh laLrqfr @Recommendation of the Head of the Department/Section-Incharge ..---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

 (foHkkxk/;{k ds gLrk{kj frfFk lfgr)

 (Signature of the HOD with date)

Loh—fr@vLoh—fr @Sanctioned /Not sanctioned.-----------------------------------------------------------------------------------------------------------------------------------------------

 (funs’kd@dqylfpo ds gLrk{kj)

 (Signature of the Director/Registrar)

LFkkiuk foHkkx ds }kjk vkiwfrZ fjdkMZ

Record supplied by the Establishment Section

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Earned Leave/ mikftZr vodk’k | Commuted Leave @ifjofrZr vodk’k | Half Pay Leave@ v)Z osru vodk’k | Medical Leave@ pSdsfRldh; vodk’k | Special Leave @fo’ks”k vodk’k | Any other Leave@dksbZ vU; vodk’k |
| Due (ns;) |  |  |  |  |  |  |
| Applied (vkosfnr) |  |  |  |  |  |  |
| Balance (‘ks”k) |  |  |  |  |  |  |

dqylfpo dh fVIi.kh ¼;fn ykxw gks½--------------------------------------------------------------------------------------------------------------------------------------------------------------------

Remarks of the Registrar (if applicable)……………………………………………………………………………………………………………….

* foJkekodk’k dh vof/k esa] foJkekodk’k dks NksM+dj vU; dksbZ vodk’k ns; ugha gksxk@During vacation no leave other than vacation Leave may be availed-
* ladk; lnL;ksa@iz’kklfud vf/kdkfj;ksa ds ekeys esa funs’kd }kjk rFkk vU; ds ekeys esa dqylfpo ds }kjk gLrk{kfjr gksxk@To be signed by Director in case of Faculty Members/Administrative officers and Registrar in case of others.