



ATAL BIHARI VAJPAYEE-
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY & MANAGEMENT
GWALIOR (M.P.)

APPLICATION FOR LEAVE / VACATION / EXTENSION OF LEAVE

1. Name of Applicant :.....
2. Post held :.....
3. Nature and period of leave / vacation :.....
- ...
- applied for and date from which From.....to.....
required & No. of days. :.....
4. Sundays and holidays, if any propose to be prefixed / suffixed to leave :.....
5. Net leave debited :.....
6. Grounds on which leave is applied for :.....
- ...
7. Address during leave period :.....
- ...
8. Contact Telephone No. :.....
- ...
- 9.1 Arrangement for Lecturer / Labs. :.....
-
- 9.2 Arrangement for Minors / Majors. :.....
-
- 9.3 Arrangement for M.Tech / MBA Project Evaluation. :.....
- 9.4 Other Responsibilities :
- Warden :.....
-



ATAL BIHARI VAJPAYEE-
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY & MANAGEMENT
GWALIOR (M.P.)

Lab I/C

...

Others (specify)

...

Signature of Applicant (With date)

10. Remarks and / or recommendation of the
Controlling Officer :

Signature (with date)
Designation

SANCTION OF LEAVE / VACATION

.....days' EL / HPL / Vacation sanctioned w.e.f.....to.....

Signature (with date)
Designation