



राष्ट्रीय प्रौद्योगिकी संस्थान मिज़ोरम
NATIONAL INSTITUTE OF TECHNOLOGY MIZORAM

(An Institution of National Importance under Ministry of Education, Govt. of India)

चलत्लांग, आइज़ोल, मिज़ोरम / CHALTLANG, AIZAWL, MIZORAM – 796012

Phone: 0389 - 2391236 / 2391774 / 2391699 Email: registraroffice@nitmz.ac.in Website: www.nitmz.ac.in

APPLICATION FOR COMPENSATORY LEAVE

DATE: _____

NAME : _____

DESIGNATION : _____

DEPARTMENT : _____

LEAVE APPLIED : ON 1) _____ 2) _____

NO. OF DAYS (PERIOD) : _____

COMPENSATORY LEAVE : _____

ORDER No. & DATE _____

ADDRESS IN CASE : _____
GOING OUT OF
STATION

ALTERNATE ARRANGEMENTS:
FOR CLASSES, ACADEMIC WORK
& ADMINISTRATIVE/ ESTABLISHMENT
WORKS _____

Signature of the Applicant

Recommendations

From the Controlling Officer /HoD: Recommended / Not recommended

Signature of Registrar : _____

For Office Use

To : Superintendent / Senior Superintendent / Assistant Registrar

Total Compensatory Leave : _____ Day(s)

Compensatory Leave Availed till Date : _____ Day(s)

Compensatory Leave Balance : _____ Day(s)
