



# राष्ट्रीय प्रौद्योगिकी संस्थान मिज़ोरम

## NATIONAL INSTITUTE OF TECHNOLOGY MIZORAM

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

CHALTLANG, AIZAWL, MIZORAM – 796012

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Email: registraroffice@nitmz.ac.in

### APPLICATION FOR EARNED LEAVE OF CONTRACTUAL/Adhoc EMPLOYEE

1. Name of applicant : \_\_\_\_\_
2. Designation/Post held : \_\_\_\_\_
3. Department / Section : \_\_\_\_\_
4. Nature of Leave : \_\_\_\_\_
5. Period applied for : \_\_\_\_\_ Day(s)
6. Date : From. \_\_\_\_\_ to \_\_\_\_\_
7. Sundays and holidays : \_\_\_\_\_  
if any proposed to be prefixed/  
suffixed to leave
8. Grounds on which leave is applied for : \_\_\_\_\_
9. Alternate arrangement of Academic : \_\_\_\_\_  
and Admin. responsibilities
10. Address during leave period : \_\_\_\_\_

Signature of Applicant  
(With date)

11. Remarks and/ or recommendation of  
the controlling officer

Signature of Head of Department / Controlling Officer  
(With date)

### **CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE**

12. Certified that ..... (Nature of leave) for..... (Period)  
from.....to.....as admissible under Rule.....of the  
Central Civil Services (Leave) Rules, 1972.

**Superintendent/Senior Superintendent**

**Assistant Registrar**

Orders of Sanctioning Authority

Date:

**Registrar**