



INDIAN INSTITUTE OF TECHNOLOGY, KHARAGPUR

Leave Application Form

Leave Application (FRESH APPLY)		CL - 3	
Emp. Name	Rituparna Chakraborty	Emp. Code	T0692
Department	Alumni Affairs and International Relations	Designation	Data Management Executive
Leave Type	Casual Leave (CL)	Duration	From : 13-01-2023(AN) To : 13-01-2023(AN) (0.5 days)
Station Leaving Date	From : () To : ()		
Purpose/ Remarks (with supporting documents, if any)	Personal		
Leave Address	Rama's Residency, Kharagpur - 721301		
Leave Arrangements	NA		
Applied on : 13-01-2023 (Printed on : 13-01-2023)		Signature of the applicant	
Recommended / Not Recommended		HOD / HOC / HOS/ HOA	

For Office use only

SANCTION LEAVE (Other than CL/Spl. CL)

Type of Leave	No. Of Days in credit	No. Of Days Sanctioned	Balance
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EARNED LEAVE

CML / HPL

E.O.L. (1) On medical grounds

E.O.L. (2) On other grounds

The above is as per rules and may be sanctioned.

Dealing Assistant

Superintendent

SANCTIONED

Sanctioning Authority