



**NATIONAL INSTITUTE OF TECHNOLOGY RAIPUR**  
Department of Chemical Engineering  
G.E Road, Raipur – 492010, Chhattisgarh

**Leave Application Form (JRF / SRF / Project Assistant)**

Name of the Staff:.....

Date: ...../...../20...

Designation: JRF / SRF / Project Assistant /Others

Project Sanction Order No. ....

Award Contract No: .....

Contract Period From :.....to.....

**Leave Particulars**

1	Leave request for (days):	No of days: From : _____ to _____	
2	Purpose/reason for the leave :		
3	Leave already taken	No of days:	
4	Balance leave available	No of days:	
5	Address for communication during leave days	Mobile No: Email:	

**Signature of the Applicant**

**Leave Verified by**  
(As per Sr.No: 3 & 4)

Department office staff

(Recommended/ Not recommended)  
Signature of Principal Investigator

(Leave approved / Not approved)  
Signature of HOD