

# National Institute of Technology Sikkim

Application for station leaves Permission

Date: \_\_\_\_\_

Name \_\_\_\_\_ Designation \_\_\_\_\_

Proposed absence form Head quarter including time \_\_\_\_\_ to \_\_\_\_\_

Leave applied from \_\_\_\_\_ to \_\_\_\_\_ (With Prefixed and suffixed)

Leave Type \_\_\_\_\_ Purpose of Visit \_\_\_\_\_

Official Address (If on Tour)/Contact Number and Address during absence \_\_\_\_\_

Comment of in-charge, if any \_\_\_\_\_

Signature of In-Charge \_\_\_\_\_

Approved /not approved

Application's Signature

Director, NIT Sikkim

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