



Rajiv Gandhi University of Knowledge Technologies
AP IIIT, R.K Valley, Vempalli-516330, Y.S.R., A.P.
APPLICATION FOR LEAVE /VACATION /EXTENSION OF LEAVE

Date :

1. Name of the Employee :
2. Designation :
3. Nature of Leave (Leave /Vaction/Maternity):
4. Leave Period : From To.....
5. No .of Days :
6. Net balance after of the leave :
7. Grounds on which leave is applied for :
8. Address during leave period :
9. Contact Telephone Number :
10. E.Mail ID :
11. Alternate arrangement for Lecturer /Labs /Tech.Asst/Office Staff/
Mentor (Name & Signature of Substitute) :
- 12 .Other Responsibilites :
13. Dorm counselor
Other (specify) :

SANCTION OF LEAVE /VACATION

.....days' CL/vacation sanctioned

W.e.f.....to.....

Signature Designation(Date)

i/c **Administrative Officer**