# नैनो विज्ञान एवं प्रौद्योगिकी संस्थान

विज्ञान एवं प्रौद्योगिकी विभाग, भारत सरकार का एक स्वायत्त अनुसंधान संस्थान

# INSTITUTE OF NANO SCIENCE & TECHNOLOGY

(An Autonomous Research Institute of Department of Science and Technology, GOI)

Knowledge City, Sector 81, S.A.S Nagar, Manauli P.O. 140306, Punjab

**LEAVE APPLICATION FORM**

(For Earned Leave/ Casual Leave/Medical Leave/ Academic Leave)

|  |  |  |
| --- | --- | --- |
| 1. | **Name of the Fellow** |  |
| 2. | **Registration No.** |  |
| 3. | **Designation** | **Project JRF/SRF/RA/NPDF** |
| 4. | **Nature of leave applied for** | **[Earned Leave / Casual Leave/ Medical Leave/ Academic Leave]** |
| 5 | **Period of leave** | **From:****To:** |
| 6. | **Total Number of days** |  |
| 7 | **Holiday prefix to leave** |  |
| 8. | **Holiday suffix to leave** |  |
| 9. | **Grounds on which leave has been applied for** |  |
| 10. | **Indicate the address and contract number during leave period** |  |

Date: Signature of Applicant

**FOR OFFICE USE ONLY**

|  |  |  |
| --- | --- | --- |
|  Leave availed as on :\_\_\_\_\_\_\_\_\_\_\_\_\_Days Balance leave  | **Recommended /Not recommended** | **Leave Approved / Not Approved** |
| **(Dealing Hand)** | **(Principal Investigator)** | **(Project Cell Head)** |