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AIT/0057/Lve Rul/Adm

04 Sep 2017

REVISED LEAVE APPLICATION FORMAT

1. Further to this office Inter Office Note No. AIT/0057/Lve Rul/ Adm dated 08 Aug 2017.
2. Please find attached revised leave application format for Teaching and Technical Support Staff.
3. Henceforth revised leave application format is required to be taken into use while applying for leave.


(KE Vijayan)
Col (Retd)
Joint Director
For Director

Encls: As stated

For perusal/approval before dispatch, please.

Copy to:

Principal } For info please
Director }

HOD Comp

HOD E&TC

HOD IT

HOD Mech

HOD ASGE

Website I/C – For uploading on AIT website



**ARMY INSTITUTE OF TECHNOLOGY
DIGHI HILLS, PUNE - 411 015**

LEAVE APPLICATION (TEACHING & TECHNICAL SUPPORT STAFF)

1. Dr/Mr/Mrs/Miss _____ Designation _____ Emp No _____
Dept _____ hereby request for _____ day(s) CL/PL/SL/EL/Comp off _____ on _____ to _____ due to _____ reasons.
2. Leave availed this year _____ CL, _____ SL, _____, Vacation _____ PL, _____ EL, _____ Comp off.
3. My Load is as mentioned below along with the alternative arrangement(s) for the said load:-

Sr No.	Dates	Class SE/TE/BE/ME	Subject TH or PR	Time	Sign of Alternative Teacher	Sign of HOD

Class Teacher Signature: _____

Date: _____

(Signature of individual)

Application No. _____



LEAVE APPLICATION (TEACHING & TECHNICAL SUPPORT STAFF)

1. Dr/Mr/Mrs/Miss _____ Designation _____ Emp No _____
Dept _____ hereby request for _____ day(s) CL/PL/SL/EL/Comp off _____ on _____ to _____ due to _____ reasons.
2. Leave availed this year _____ CL, _____ SL, _____ Vacation, _____ PL, _____ EL, _____ Comp off.

Date: _____

(Signature of individual)

REMARKS BY HOLDER OF LEAVE RECORDS

- (a) Leave admissible and in order. Information received by Mobile/SMS/Verbally/through HOD.
- (b) Leave not admissible hence recommended to be treated as _____.
- (c) Entry endorsed in leave record vide _____.

Date : _____

(Office Supdt)

REMARKS BY RECOMMENDING & SANCTIONING AUTHORITIES

Recommended/Not Recommended

Date : _____

(HOD /Section IC)

Sanctioned/Not Sanctioned

Date : _____

(Director/Jt Director/Principal/HOD/Section IC)