



अविबा – भारतीय सूचना प्रौद्योगिकी एवं प्रबंधन संस्थान ग्वालियर
ABV-INDIAN INSTITUTE OF INFORMATION TECHNOLOGY AND MANAGEMENT
GWALIOR

Application for Casual Leave/Restricted Holiday/Station Leave/Special Casual Leave

1. Name:
2. Personal File No.
3. Designation :
4. Department/Section:
5. Type of leave :
6. Period of leave: From..... To Total No. of Days.....
7. Station leave, if any: From(FN/AN) to(FN/AN)
8. Purpose:
9. Leave Address/ Host Organization (in case of SCL attached the documents):
.....
.....
10. Institute responsibilities assigned (consent must be obtained) during leave period:
.....
.....
11. Any other Information:

Dated:

(Signature of Applicant)

Head of the Department/Reporting Officer

Submitted for kind approval.

Registrar/Director