

भारतीय सूचना प्रौद्योगिकी संस्थान सेनापति मणिपुर  
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY SENAPATI MANIPUR

(An Autonomous Institute of National Importance under the MoE, Government of India)

Mantripukhri, Imphal – 795002, Manipur, India, [www.iitmanipur.ac.in](http://www.iitmanipur.ac.in)



FORM: ADMN/1A-C

**LEAVE APPLICATION (Teaching/Technical-Contract)**

1	Name	Dr./ Mr./ Ms.			
2	Designation				
3	Dept./Section/ Centre				
4	Nature & Period of Leave (For Spt. CL, Commuted Leave, Maternity Leave, Paternity Leave etc. Please attach supporting papers)	Nature	From	To	No. of Days
5	Holidays,	Prefix	From:	To:	No of Days:
	Prefixed/ suffixed	Suffix	From:	To:	No of Days:
6	Reasons for leave				
7	Whether Station Leave Permission required or not	Yes, From:	To:	No	
8	Are you holding any other position like HOD, HOS, Warden, Chairman of the Committee etc. If so, please enclose the approval/ consent of appropriate authority for the period of leave.				
9	Arrangement for classes during the proposed leave	No. of classes to be missed:	Alternative Arrangement:		
10	Signature of Alternative Arrangement				
11	Address on Leave				
		Contact Phone No: (if any)	Pin:		

Signature of the Applicant

**Note:**

- All kind of leave, should be applied in this form and forwarded to the Director for approval after recommendation of the concerned HoDs.**
- The approved leave form may then be forwarded to the Admin Section for reconciliation and record purpose.**
- If the proposed leave is during the semester period, please furnish the details of alternate arrangement for the missed classes.**

