



Indian Institute of Information Technology, Sonapat

(An Autonomous Institution of National Importance)
IIT Delhi Technopark, Rajiv Gandhi Educational City, Sonapat-131029

Application for Duty Leave

Name : _____
Designation : _____
Department : _____
Extra Assignment (if any) : _____
Duration of Leave : From _____ To _____ (Total Days: ____)
Purpose : _____
Leave Address : _____

I have made the following arrangements for my academic commitments, if any during leave period as following:

1. _____
2. _____

Signature of Faculty: _____

Date: _____

(FOR OFFICE USE)

Approval of the competent authority:

Recommended/ Not Recommended

Competent Authority