

**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY,
DESIGN AND MANUFACTURING (IIITD&M), KANCHEEPURAM**

Casual / Compensatory Leave Application Form

1. Name :
2. Designation :
3. No. of days of leave required(for
½ a day specify FN/AN) :
4. Reason for leave :

Date:

Signature of the Staff Member

Leave at Credit : day(s)
Leave taken now : day(s)
Balance of leave at Credit : day(s)

Granted / Not granted

REGISTRAR