

Visvesvaraya National Institute of Technology, Nagpur

**Application for Leave/On-Duty of Project Staff**

*(Project staff is entitled to get proportionate Leave to the extent of 8 days in a year)*

Date: \_\_\_\_\_

1. Name of the Project Staff \_\_\_\_\_
2. Name of the Department \_\_\_\_\_
3. Name of the Post \_\_\_\_\_
4. Joining Date \_\_\_\_\_
5. No of Leaves Already Availed (out of 8) \_\_\_\_\_
6. Nature of Absence  Leave  \*On Duty
7. Period of Absence From \_\_\_\_\_ To \_\_\_\_\_
8. Number of Days of Absence Excluding Saturdays, Sundays & Holidays \_\_\_\_\_
9. Purpose of Leave/On-Duty \_\_\_\_\_
10. Address & contact details during the leave period \_\_\_\_\_

\* In case of On-Duty, attach the necessary supporting documents (research work/conference etc.)

Signature of the Project Staff

**Signature of PI/Co-PI**

Name: \_\_\_\_\_

**Head of the Department**

**In case of On-Duty, for Approval**

Approved/ Not-approved

**Associate Dean (Research)**

**Dean R&C**