

नन्ही परी सीमान्त इन्जीनियरिंग संस्थान पिथौरागढ़
संघटक संस्थान (Constituent Institution), उत्तराखण्ड तकनीकी विश्वविद्यालय, देहरादून
For Teaching / Non-Teaching Staff

Date: _____

1. Employee Biometric Card No. : NPSEIP/Estt./ /
2. Employee Name :
3. Designation :
4. Department/Section Name :
5. Type of Leave :

S. No.	Type of Leave	From	To	Total No. Leave
1	Casual Leave			
2	$\frac{1}{2}$ Casual Leave	Before lunch (time and date)	After lunch (time and date)	
		Date	date	
		time	time	
3	RH			
4	EL			
5	Paternity / Maternity Leave			
6	University/ Institute Duty			
7	Vacation Leave			
8	On Duty Leave			
9	CH	From		
		Against		
10	Leave without Pay (LWP)			
Total No. Leave				

6. Proceeding out of Station: Yes No
7. Purpose:
8. Arrangement of duties / other duties:
9. Address and Phone number if going out:

Signature of Staff member with Date

ENDORSEMENT BY OFFICE

Recommendedleave for.....
days.....Approved

HOD/ Section Officer

Director/Registrar