**A logo of a person

Description automatically generated**

PEM08 Leave form

ia- }kjdk izlkn feJ Hkkjrh; lwpuk izkS|ksfxdh] vfHkdYiu ,oa fofuekZ.k laLFkku] tcyiqj  
PDPM - Indian Institute of Information Technology, Design and Manufacturing, Jabalpur

|  |  |  |  |
| --- | --- | --- | --- |
| vkosnu fnukad  Application Date | DD | MM | YYYY |
| O;fDrxr i=koyh la[;k  Personal File Number |  | | |
| Project No. |  | | |

Casual Leave/Restricted Holiday/Annual Leave / Medical Leave

Jheku

The  
-----------------------------------------------------------------------------------------  
ih-Mh-ih-,e- & vkbZ-vkbZ-vkbZ-Vh-Mh-,e- tcyiqj  
PDPM - IIITDM Jabalpur  
uke@Name ---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------  
in@ Designation ---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

vodk'k ftlds fy, vkosnu fd;k tk jgk gSS --------------- ¼fnu½ fnukad ------------------------------ ls -----------------------------------------

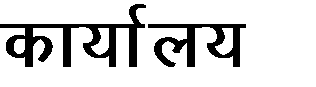
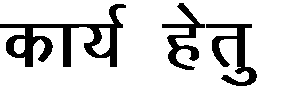
|  |  |
| --- | --- |
| Leave Applied for | ----------------- (Days) Date ---------------------------- to ---------------------------------------- |
| LVs'ku vodk'k | ----------------- ¼fnu½ fnukad ------------------------------ ls ----------------------------------------- |
| Station Leave | --------------- (Days) Date ------------------------------ to ---------------------------------------- |

mn~ns';@dk;Z@ Purpose-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------  
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------  
vxj LFkku ¼LVs'ku NksM+ jgs gSa rks vodk'k ij jgus dk irk½ -------------------------------------------------------------------------------------------------------  
Leave address, if going out of station -----------------------------------------------------------------------------------------------------------------------------------------

izkFkhZ ds gLrk{kj

|  |
| --- |
| Signature of Applicant    Recommended/Not Recommended Sanctioned/ Not Sanctioned/ Forwarded      **Principle Investigator Head of Discipline** |
|  |

**--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------**



|  |  |  |  |
| --- | --- | --- | --- |
| CL | RH | AL | ML |
|  |  |  |  |

**For Office Use**'ks"k vodk'k ¼fnu½

(No. of Days)

Balance Leave

(No. of Days) dk;kZy; lgk;d  
 Dealing Assistant ( Discipline/Office RSPC)

**lgk;d dqylfpo** (आर.एस.पी.सी )

**Assistant Registrar (RSPC)**  
vodk'k Lohd`r@ vLohd`r  
Leave sanctioned/ Not sanctioned

**vf/k"Bkrk** (आर.एस.पी.सी )

**Dean (RSPC)**

**Note:**

* **Casual leaves will be sanctioned at the department level. Application for other leaves will be sanctioned at the RSPC office.**
* **Maximum leaves can be availed in a year (based on the period of service): Casual leaves - 08, RH - 02, Annual leaves - 30.**