****

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 fnukadApplication Date | DD | MM | YYYY |
| O;fDrxr i=koyh la[;kPersonal 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.**