



नैनो विज्ञान एवं प्रौद्योगिकी संस्थान

(विज्ञान एवं प्रौद्योगिकी विभाग, भारत सरकार का एक स्वायत्त संस्थान)

Institute of Nano Science and Technology

(An Autonomous Institute of Department of Science and Technology, Govt. of India)

**Form No.6**

**LEAVE APPLICATION FORM**

(For Casual Leave / Restricted Holiday)

1.	Name of the employee	
2.	Designation	
3.	Nature of leave applied for [CL / RH ]	
4.	Period of leave	
5.	Total Number of days	
6.	Grounds on which leave has been applied for	
7.	Station Leave Permission required : If yes, indicate the address and contract number during station leave period	Yes / No

Date:

Signature of Applicant

**FOR OFFICE USE ONLY**

Leave availed as on _____ : _____ Days Balance leave : _____ Days	<b><u>Forwarded</u></b>	<b><u>Leave Approved / Not Approved</u></b>
<b>CFAO</b>	<b>Unit Head/Reporting Officer</b>	<b>Director</b>