



राष्ट्रीय प्रौद्योगिकी संस्थान नागालंड
NATIONAL INSTITUTE OF TECHNOLOGY NAGALAND
(An Institute of National Importance under Ministry of HRD, Govt of India)
Chumukedima, Dimapur
Nagaland-797 103

FORM - 11

OFFICE DUTY (OD)

1. Name of the Staff : _____ 2. Employee ID: _____
3. Designation : _____
4. Department : _____
5. Reason for Leave : _____
6. Details of Leave:

Date for which leave applied for	No. of Day

7. Address & Contact No. during the period of leave:
8. Reason for not obtaining prior permission:
(In case of late submission of application)

Signature of applicant with date

(For Office Use Only)

1. No. of leaves already availed	2. Leave applied for	3. Balance as on Date

Dealing Assistant (Dept.)/(Est.)/Superintendent

Competent Authority to grant Leave: Sanctioned / Not Sanctioned

HoD/Registrar

Please note: Annually only 8 days Casual Leave is allowed