



भारतीय विदेश व्यापार संस्थान

(मानित विश्वविधालय)

बी-21, कुतुब इंस्टीटयुशनल एरिया, नई दिल्ली-110016

INDIAN INSTITUTE OF FOREIGN TRADE
(Deemed to be University)

B-21, Qutub Institutional Area, New Delhi – 110016

EARNED LEAVE/HALF PAY LEAVE/COMMUTED LEAVE/EXTRA ORDINARY LEAVE

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| 1. | Name and Designation | |
| 2. | Section/Division in which working | |
| 3. | Period of Leave applied for and its nature | |
| 4. | Whether prefixing/ suffixing holidays | |
| 5. | Address during leave period | |
| 6. | Reasons for which leave is required | |
| 7. | Signature of the applicant with date | |
| 8. | Recommendations of superior authority/ authorities | |
| 9. | Recommendation of the Divisional Head | |
| 10. | Approval of the leave sanctioning authority | |