

**NETAJI SUBHAS INSTITUTUE OF TECHNOLOGY  
AZAD HIND FAUJ MARG, SEC-3,  
DWARKA, NEW DELHI-110078**

**CASUAL LEAVE APPLICATION**

**NAME** \_\_\_\_\_  
**DESIGNATION** \_\_\_\_\_  
**DEPTT. SECTION** \_\_\_\_\_  
**PERIOD OF LEAVE** \_\_\_\_\_  
**REASON / PURPOSE** \_\_\_\_\_

Date:

(Signature of the Applicant)

Recommendation of Forwarding Authority

(Signature)

Sanction of the competent Authority

(Signature)

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(Dealing Assistant)