

**INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR****Application for Station Leaving Permission****No.****Date:**

1.	Name :		Employee Code:	
2.	Designation :			
3.	Department			
4.	Reason for leaving the Station :			
5. (a)	Charge handed over to :			
(b)	Consent of the person concerned :			
6.	Details of leave applied for / sanctioned holidays or deputation on work consent :			
	Type		From Date	Till Date
7.	Period of Absence	From date		Time
		Till date		Time
8.	Details of class engagement:			
9.	Address / Contact no. during absence :			

Date:

(Signature of the applicant)

(Permitted / Not permitted)

Signature of the HOD, Cell / Section -in- Charge etc.

Director's / Registrar's Signature

- All Faculty members/ Officers shall seek permission from the Director and all non-teaching employees shall seek permission from the Registrar