

**NORTH EASTERN REGIONAL INSTITUTE OF SCIENCE AND TECHNOLOGY
(DEEMED TO BE UNIVERSITY)
NIRJULI::ARUNACHAL PRADESH**

_____ Department/Section

APPLICATION FOR STATION LEAVE

1. Name :
2. Designation :
3. Department/ Lab/ WS :
4. Type of leave already approved :
and no of days
5. Station leave required :
(a) Date and time of departure :
(b) Date and time of arrival :
6. Purpose of leave :
7. Teaching load arrangement made :
During leave by the Faculty member
8. Arrangement made for each other :
Responsibilities (in case of Lab I/C,
Warden, HODs, Chairman, etc.,
9. Consent of substitute(s) with signature :

Date:

Signature of the Applicant

10. Station leave recommended/ Not Recommended

HoD/HoC/HoS

11. Decision of the sanctioning authority:

Station Leave Granted/ Not Granted

Dean (Admin)/Registrar

Establishment Section/ Concerned Dept. or Section