



**Indian Institute of Technology Kanpur  
Department Of Aerospace Engineering**

Application for CASUAL LEAVE

To,  
The Head

- 1) Name: .....
- 2) Personal File No: .....
- 3) Designation: .....
- 4) Leave applied for: From ..... To .....
- 5) Purpose/Comment: .....
- 6) Leave address, if going out of station: .....  
.....

[SIGNATURE OF APPLICANT]

[LEAVE SANCTIONED/OR NOT]

[HEAD OF DEPARTMENT]