**भा.कृ.अनु.प. – राष्ट्रीय कृषि आर्थिकी एवं नीति अनुसंधान संस्थान (नीपा), देव प्रकाश शास्त्री मार्ग, पूसा, नई दिल्ली – 110012**

**ICAR – National Institute of Agricultural Economics & Policy Research (NIAP) Dev Prakash Shastri Marg, Pusa, New Delhi – 110 012**

**URL:** [**https://niap.res.in/**](https://niap.res.in/)

**Date: \_\_\_\_\_\_\_\_\_**

**Departure Information**

I have applied for leave approval (including pre-leave \_\_\_\_ and post-leave \_\_\_\_\_) from date \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_, through an application submitted on date \_\_\_\_\_\_\_\_\_\_\_\_\_\_. Accordingly, I am departing today on leave. Kindly process this departure information for necessary action.

**Address during leave:**

**Signature:**

**Name:**

**Designation**

**To,**  
The Director