



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर

INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR

APPLICATION FORM FOR GRANT OF LEAVE (INSTITUTE SCHOLARS)

To be filled by the Applicant													
1	Name					2	Roll No.						
3	Supervisor					4	School						
5	Type of Leave	<input type="checkbox"/> Casual Leave				<input type="checkbox"/> Medical Leave				<input type="checkbox"/> Duty Leave			
6	Total No. of working days during the leave period	From				To							
		FN	AN			FN	AN						
7	Leave Availed Till Date	Casual Leave		____ out of 15*		Medical Leave		____ out of 15*					
8	Purpose												
9	Address during leave												
	Undertaking	<i>I undertake to abide by the rules and regulations applicable in this regard.</i> <div style="text-align: right;"><i>Signature of the Research Scholar</i></div>											
A	Recommendation of Supervisor	<i>Recommended/Not Recommended for ____ days(working days) of CL/Medical Leave/Duty Leave</i> <div style="text-align: right;"><i>Signature of the Supervisor</i></div>											
To be filled by the Head of School													
Leave Availed Till Date		CL				Med. L				Duty L.			
<i>Sanctioned/Not Sanctioned ____ days (working days) of CL/Medical Leave/Duty Leave</i> <div style="text-align: right;"><i>Signature of Head of School</i></div>													
Application Form is to be retained with HOS after sanction													
Joining Report													
<i>[To be filled on the date of joining]</i>													
Date of Joining						Actual No. of days of leave availed							
Signature of Research Scholar						Signature of Head of School							
<small>*A scholar shall be entitled to (i) casual leave of 15 days and (ii) medical leave of 15 days in a year counting from the date of joining the program. Application for medical leave should be supported by relevant documents. Any absence over and above the admissible leave as prescribed above shall be without assistantship, which shall be deducted on a pro-rata basis for the days of such absence.</small>													