



Leave Application for Research Scholars

Name of the Scholar	:	
Roll Number	:	
Name of the Guide	:	
Department	:	
Programme	:	MS(by Research) / PhD
Type of Leave	:	Leave with Stipend # / Duty Leave
Leave applied for :	_____ Days	From:_____ To:_____
Reason for Leave	:	

Arrangement of HTRA/HTTA duties during the period of leave:

Nature of HTRA/HTTA duty	Name and Roll Number of the alternate scholar handling the duties	Signature of the alternate scholar(s)*

*To be signed only if the alternate person(s) agree to carry out the duties of the scholar applying for leave.

Limited to a maximum of 30 days for each completed year.

Date:

Signature of Applicant

Recommendation of the Guide:	Recommendation of the faculty assigned for TA duties	Recommendation of the HoD
Recommended/Not Recommended	Recommended/Not Recommended	Recommended/Not Recommended
Name and Signature	Name and Signature	Name and Signature

Leave form should be submitted through Department Office

For use by Academics Section

Balance of leave as on date	Leave applied for (no. of days)	Balance

Dealing Staff

Officer In-charge(Academics)

Grant of leave by the Associate Dean (PG):

Sanctioned/Not Sanctioned

¹ Enclose supporting documents such as medical certificate, internship offer, undertaking (only in case of Internship) etc.