



# Indian Institute of Technology Bhubaneswar

## Argul- 752050



### APPLICATION FORM FOR GRANT OF LEAVE (INSTITUTE SCHOLARS)

<i>To be filled by the Applicant</i>												
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	Ph:										
10	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>										
11	TA Substitute											
12	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>										
<i>To be filled by the Head of School</i>												
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												
<b>Joining Report</b>												
<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					
<p><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></p>												