



**INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR  
RESEARCH & DEVELOPMENT (R&D)**

**LEAVE FOR PROJECT WORK\***

<b>Application for Leave and Advance</b>			
Name		Project Code	
School/Centre		Designation	
Station Leaving Details		Duration	
** Purpose			
Leave Address			
Leave Arrangements (Classes/ Other responsibilities)			
*** Amount of TA Advanced Required	Rs. _____ (Rupees _____)		
Date:	<b>Signature of faculty (if not PI)</b>		
Date:	<b>Signature of the Principal Investigator</b>		
Recommended/Not Recommended	<b>Head of School</b>		

**For R&D Office use only**

Fund Position& pending Advance if any: Rs.	Approved / Not Approved
<b>R&amp;D Office</b>	<b>Dean (R&amp;D)</b>

\* Project leave normally should not exceed 4 days in a month and 15 days in a semester.  
This form is meant for faculty only.

\*\* Supporting documents need to be attached for reference.

\*\*\* Advance should be adjusted with in 15 days of completion of the visit.