LEAVE APPLICATION FOR RESEARCH SCHOLARS

Name of the Student: _____________________________________________________
Department: ___________________________________________________________
Branch: _______________________________________________________________
Roll No. __________________________________________________________________
Date of Joining ___________________________________________________________
Hostel No. __________________________________________________________________
Dates on which leave required _______________________________________________
Reasons for Leave __________________________________________________________
Supporting documents (if any) _______________________________________________

I understand that leave cannot be availed of unless sanctioned by the competent authority.

___________________________
Signature of the Student

Recommendation of the Guide/Faculty Adviser: ________________________________

(This portion is to be filled in by the Departmental Office.)
He/she is eligible for 30 days Leave in a year out which He/She has Availed
of _______________ days of leave so far Checked by _______________________

Orders of the sanctioning Authority
a) Leave granted with Scholarship
b) Leave granted without Scholarship
c) Leave not granted

Head
Department of Energy Science and Engineering

(Note: For grant of special leave beyond the permissible limit, the dean of Academic
Programmes.)

Department of Energy Science Engineering
IIT Bombay