LEAVE APPLICATION

(PhD Students)

1. Name of the Student				
2. Roll No.		3. Department		

4. Nature & Period of Leave (For Academic Leave, Commuted Leave, Maternity Leave, Paternity Leave etc. please attach supporting papers)	Nature	From	To	No. of Days

5. Holidays, Prefixing / Suffixing	Prefix	From:	To:	No. of Days:
	Suffix	From:	To:	No. of Days:

6. Reasons for leave	

7. Whether **Station Leave Permission** required or not	Yes, From:	To:	NO

8. Address while on leave (if permission for leaving institute/ hostel/ headquarters requested)	
Contact No. (during leave):	Pin:

9. Leave Status (details/kind of leave already availed during the year)	

Date : _____

_____
Signature of the Candidate

Remarks and / or recommendation of the Supervisor:

_____
Signature of the Supervisor
Date: _____

Approved / Not Approved

_____
Signature of the Chairperson

Date: _____   **Department of** _____

DoRD OFFICE USE			
Balance of Leave as on		Entry made in the Leave Register	

Note: *All kinds of leave should be applied in this form and forwarded to DoRD Office after approval of the concerned Chairperson of the Department. Please attach necessary supporting documents wherever necessary.*