



# INDIAN INSTITUTE OF PETROLEUM AND ENERGY

## Visakhapatnam

### LEAVE / TOUR APPLICATION (THROUGH PROPER CHANNEL)

Sl.	Item		Details
1.	Name of Research Scholar/ Department/Roll Number	:	
2.	Are you going for an Official Tour	:	Yes/ No
3.	If going on official tour fill up the following details	:	
	(a) Places to be visited & purpose of visit (Attach support document)	:	Places to be visited: Purpose of visit
	(b) Estimated Budget & Budget Head from which expenditure is to be met along with Consultancy/EDP/Project Number	:	Estimated Budget: Budget Head:
	(c) Dates of official engagement	:	From: dd/mm/yy To: dd/mm/yy
	(d) Mode & Class of journey	:	Mode of Journey: Class of Journey:
	(e) Additional approvals, if any required	:	
4.	If not going on an official trip, fill the following details		
	(i) Nature of Leave Applied	:	
	(ii) Leave From		
	(iii) Leave To		
	(iv) Total Number of Days		
5.	Saturdays/Sundays/Holidays proposed to be affixed with leave		Prefix: Suffix:
6.	Purpose of Leave		
7.	Date and Time of Leaving Station	:	Date : Time :
8.	Date and Time of Arrival Station	:	Date : Time :
9.	Address during the leave and Phone No.:	:	

**Signature of Research Scholar (with Date)**

**Recommended /Not Recommended with Remarks Supervisor**

***FOR OFFICE USE***

<b>Leave Records of the Research Scholar (to be maintained by Supervisor)</b>	
Type of leave applied by the Research Scholar	
Total Leave eligible for type of leave applied	
Leave availed	
Balance of Leave	
Leave applied at present	
Remarks / Balance	
Recommended / Not Recommended	Approved/ Not Approved
Recommending Authority	Sanctioning Authority

**Note:**

**Channel of application:**

Leave: Research Scholar → *Supervisor* → *HoD*  
Official Tour: Research Scholar → *Supervisor* → *HoD* → *DoAA*