



INDIAN INSTITUTE OF PETROLEUM & ENERGY VISAKHAPATNAM

APPLICATION FORM FOR GRANT OF LEAVE (INSTITUTE SCHOLARS)

<i>To be filled by the applicant</i>					
1	Name:		2	Roll No.:	
3	Supervisor:		4	Dept:	
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	Days	From	To	
			_____ FN/AN	_____ FN/AN	
7.	Leave Availed till date	_____ Casual Leave	_____ Medical Leave		
8.	Purpose				
9.	Address during Leave				
		Mobile No.			
10.	Undertaking	I undertake to abide by the rules & regulations applicable in this regard			
		Signature of the Research Scholar			
11.	Recommendation of Supervisor	Recommended/ Not Recommended for _____ days (working days) for CL/ Medical Leave/ Duty Leave.			
		Date:		Signature of the Supervisor	
<i>To be filled by the Head of Dept</i>					
Leave Availed till date		Casual Leave		Med. Leave	Duty Leave
Sanctioned / Not sanctioned _____ days (working days) of CL/ Medical/ Duty leave.					
Date:		Signature of the Head of Dept.			
<i>Application Form is to be retained with HoD after sanction</i>					
Joining Report (To be filled on the date of joining)					
Date of Joining				Actual No. of days of leave availed	
Signature of Research Scholar				Signature of HoD	
* A Research 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.					