**LEAVE / TOUR APPLICATION**

**INDIAN INSTITUTE OF PETROLEUM & ENERGY**

**भारतीय पेट्रोलियम और ऊर्जा संस्थान**



**(THROUGH PROPER CHANNEL)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl.** | **Item** | | | |  | **Details** | | | |
| 1. | Name of Employee/ Employee Code/ Designation/ Section | | | | **:** |  | | | |
| 2. | Are you goining for an Official Tour | | | | **:** | Yes/ No | | | |
| 3. | If going on official tour fill up the following details | | | | **:** |  | | | |
| (a) Places to be visted & 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 | | | | **:** | 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. | Whether proposes to avail LTC during the ensuing leave. If so, please provide details. (Separate Application for LTC is also required to be filled up). | | | |  | Are you Applying for LTC: Yes/No | | | |
| 8. | Date and Time of Leaving Station | | | | **:** | Date :  Time : | | | |
| 9. | Date and Time of Arrival Station | | | | **:** | Date :  Time : | | | |
| 10. | Address during the leave and Phone No.: | | | | **:** |  | | | |
| 11. | Specify the arrangements of classes missed during the leave period (Class wise details to be furnished) | | | | **:** |  | | | |
| 12. | **Sl** | **Teaching /Admin duties** | **Period** | | | | **Name of the staff who take-up the classes/ duties** | **Signature** |
| **From** | **To** | | |
|  |  |  |  | | |  |  |
|  |  |  |  | | |  |  |

Signature of Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recommended/ Not-recommended with remarks Date:

Signature of HoD

|  |  |
| --- | --- |
| **Leave Records of the Employee** | |
| Type of leave applied by the Employee |  |
| Total Leave eligible for type of leave applied |  |
| Leave availed |  |
| Balance of Leave |  |
| Leave applied at present |  |
| Remarks / Balance |  |
| Signature of Dealing Assistant \_\_\_\_\_\_\_\_\_\_\_\_\_ | Sign of Off. Supdt. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Recommended / Not Recommended    Recommending Authority | Approved/ Not Approved  Sanctioning Authority |

***FOR OFFICE USE***

**Note:**

**Channel of application:**

Faculty: *Faculty 🡪 HoD 🡪 DoFA 🡪 Director*

NTS (Group-A): *Employee 🡪 HoD 🡪 Director*

NTS (Group -B & C): *Employee 🡪 HoD 🡪 Registrar*

Project Staff : Staff🡪 PI🡪 Dean (R&D)