Form No: PH.D.:22

 

**INDIAN INSTITUTE OF PETROLEUM AND ENERGY**

**Visakhapatnam**

**LEAVE / TOUR APPLICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.** | **Item** |  | **Details** |
| 1. | Name of Research Scholar/ Department/Roll Number | **:** |  |
| 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 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.: | **:** |  |

**(THROUGH PROPER CHANNEL)**

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

**Recommended /Not Recommended with Remarks Supervisor**

***FOR OFFICE USE***

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

**Note:**

**Channel of application:**

Leave: Research Scholar *🡪 Supervisor 🡪 HoD*

Official Tour: Research Scholar *🡪 Supervisor 🡪 HoD 🡪 DoAA*