

INDIAN INSTITUTE OF TECHNOLOGY ROORKEE
DEPARTMENT OF PHYSICS

Enrolment No. & Name: Research Scholar / M.Tech I yr / II yr

Period of Leave: From To Total of days

Type of Leave: CL/ML ☐ Vacation Leave ☐ Duty Leave ☐ Outstation Leave ☐

Purpose of Leave:

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Contact Phone no. during the period of leave:

Duties during the leave period:

Class (T/P)	Batch	Days	Time	Venue	Teacher Concerned	Name, Phone no. & Signature of R/S to whom duty has been assigned

Encl:

Dated: Signature of Applicant Signature of Supervisor

For office use only

Nature of Leave	Already availed	Balance after this application
Casual Leave/Medical Leave		
Vacation Leave		
Duty Leave		

Approved/Disapproved