

Indian Institute of Technology Indore

Application for Casual Leave (CL)/Duty Leave (DL) for Ph.D. Student

1. Name of the Applicant _____
2. Roll No _____
3. Department _____
4. Type of leave (in case of Duty Leave submit the supporting documents) _____
5. Duration of leave From : _____ to: _____
6. No. of days _____
7. Date of Leaving IITI _____
8. Date of Joining back IITI _____
9. Reason/Ground for CL/DL _____

Signature of Applicant (with date)

10. Recommendations and Signature of Faculty advisor/

Thesis Supervisor (with date) _____

(Approved/ NOT Approved)

Signature of HOS (with date)

For office use:

- I. Maximum CL available during the semester _____
- II. Casual Leave availed for Previously during the Semester _____
- III. No. of CL approved for this application _____
- IV. Balance of CL available _____

Signature of concerned office staff

Note: 1. For Institute TA, maximum 08 CL are available and maximum 05 can be taken at a single stretch.
2. FA category students will be governed by the rules of their funding agency.