

FORM FOR OBTAINING STUDY LEAVE FROM THE EMPLOYER FOR THE CANDIDATES

JOINING PG/ PHD PROGRAM ON STUDY LEAVE

(This should be typed on a letter head of the Institution)

To,
The Dean, Academic Affairs
Indian Institute of Technology Indore

Sub: Relieving an Employee on Study Leave for Joining PG/PhD Program at IIT Indore

Dear Sir,

We hereby relieve Mr./Ms. _____ an employee of our Organization/Institute on study leave with full pay / half pay / without pay for doing the MTech / MTech + PhD Dual Degree /PhD programme in the Discipline of _____ at IIT Indore for a duration from _____ to _____.

Signature and Seal of Head of the Institute/Organization

Date:

Place: