**INDIAN INSTITUTE OF TECHNOLOGY ROORKEE**

**Application for Ex-India Leave/ Financial Assistance**

**for Visit Abroad**

1. (a) Name: (b) Department/Centre:

(c) Emp. Code: (d) Date of joining the Institute:

2. (i) Purpose of visit:

(ii) City &country to be visited:

(iii) Dates of proposed travel from/to IIT Roorkee:

(iv) Travel to be supported by: PDA/PDF/self/Other (tick all that is applicable)

Please specify the other sources, if any:

Note: Please enclose

1. Copy of invitation letter.
2. Print out of leave applied for on Advaita.

The following two entries are to be filled only if financial assistance from PDA/PDF is requested:

3. Estimated expenditure as per institute norms:

4. Financial assistance requested from (can tick both, if required): PDA/PDF

(Signature of Faculty)

**Recommendation of the Departmental Administrative Committee**

(no need to include the minutes of DAC)

Recommended/Not recommended (please tick one)

Head of the Department (signature):

(Add specific recommendation of the Head in case no paper is to be presented)

|  |
| --- |
| For Office use only (Estt. A section) |
| Balance amount available in **PDA**  | Rs……………. |
| Checked by (Signature of concerned section) | Verified by DR(Admn.)(Signature) |

|  |
| --- |
| For Office use only (SRIC section) |
| Balance amount available in **PDF** | Rs…………… |
| Checked by (Signature of concerned section) | Verified by DR(SRIC)(Signature) |

financial support is sanctioned from PDA/PDF for expenditure incurred as per institute norms, not exceeding the balance amount available in PDA/PDF.

Dean (Faculty Affairs) Dean (SRIC) Director

 (in case of PDF only)

**Notes:**

1. This form can be used only for visits which are limited to 30 days.
2. **Faculty should proceed on leave only after the leave has been sanctioned**.