

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)

Balance amount available in PDA: Rs.....

Office Supdt., Concerned Deptt.

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)	
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)

Ex-India leave is approved and 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)
(in case of PDF only)

Director

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.**