**Tkkuin vfHk;kfU=dh foHkkx LEAVE APPLICATION**

**Hkkjrh; izkS|ksfxdh laLFkku #Mdh FORM FOR REGULAR**

**#Mdh&247 667 (mRrjka[k.M) RESEARCH SCHOLARS**

**DEPARTMENT OF CIVIL ENGINEERING**

**INDIAN INSTITUTE OF TECHNOLOGY ROORKEE**

**ROORKEE-247 667 (UTTARAKHAND)**

fnukad /Date: ……………………….

'kks/k Nk= dk uke ukekdau la[;k

Name of Research Scholar ……………………………………………………………….......... Enrolment No…………………………………..

fo'ks’kKrk

Specialization ……………………………………………………………………………………………………………………………………………………….

fu;fer 'kks/kdrkZ

Regular Research Scholar: **(Please tick):** **MHRD / QIP / Sponsored / Other**

vodk'k dh vof/k

Period of leave: ls/from………………………………rd/to………………………………………….fnu /Days…………………………………….

vodk'k dk izdkj vkdfLed NqV~Vh dk;Zjr vodk'k eS’kfed vodk'k

Type of leave: Casual Vacation Duty Medical

vodk'k ysus dk dkj.k

Reason for leave ………………………………………………………………………………………………………………………………………………….

vodk'k vof/k dk irk

Address during the: ……………………………………………………………………………………………………………………………………………..

leave period

**laLrqr@laLrqr ugha**

**Recommended/Not Recommended**

**Supervisor /i;Zos{kd “kks/k Nk= ds gLrk{kj / Signature of Research Scholar**

|  |  |
| --- | --- |
| dks&vksfMZusVj D;w0vkbZ0ih0 dks  vko';d dk;Zokgh gsrw vxzlkfjr  Forwarded to Co-ordinator  QIP for necessary action  **foHkkxk/;{k** /**Head of Department** | foHkkxh; dk;kZy; dh vk[;k/Report of Departmental Office  ns; vodk'k-----------------------------------------fnu  vkosfnr vodk'k---------------------------------fnu dk Lohd`r dj fn;k tk;  Leave due\_\_\_\_\_\_\_\_\_\_\_\_days  May be sanctioned leave for \_\_\_\_\_\_\_\_\_\_\_days as applied.  **dk;Zy; v/kh{kd**  **Office Supdt.**  **Lohd`r@vLohd`r**  **GRANTED/NOT GRANTED**  **foHkkxk/;{k** **/Head of the Department** |

**Ref.: Letter No. Acd/1814/UG-15 dated 20.11.2015. (Leave Allowed)-Causal Leave =08 &Vacation Leave=15 & Medical Leave=15)**