

Leave Application for Ph.D. Scholars
(Leaves up to 30 Days in an Academic Year)

1. Name of the Research Scholar :
2. Department :
3. Campus :
4. Date and duration of leave :
5. Purpose for which leave is applied for :
6. Mobile No. during leave :

Signature of the Research Scholar

Name of the Supervisor:

Recommendation of Supervisor: -

Signature of Supervisor:

CERTIFICATE OF AVAILABILITY OF LEAVE

(To be given by the officer maintaining the Leave record)

Leave already availed		Balance due	
Number of leave applied for		Entered in Register	Yes entered

Signature of the officer maintaining Register

Orders of the Sanctioning Authority :
(Head of the Department)

Sanctioned/Not Sanctioned

Signature of the Sanctioning Authority (HoD)