

**INDIAN INSTITUTE OF TECHNOLOGY KANPUR
APPLICATION TO PROCEED OUT OF STATION ON SPECIAL CASUAL LEAVE**

1. Personal File No :
2. Name :
3. Designation :
4. Department / Section :
5. Period of Special Casual Leave : From To
6. Purpose :
7. Host Institution/ Organization :
8. Remunerative / non – Remunerative :
9. Sources of TA/DA :
10. Any other Information :
11. Arrangement of classes:

Signature of the Applicant

Signature of the Head of the Department

For use in the office of Faculty Affairs