

Indian Institute of Technology Kanpur  
Department of Physics

LEAVE APPLICATION FORM FOR THE POSTGRADUATE STUDENTS

1. Name \_\_\_\_\_
2. Roll No. \_\_\_\_\_
3. Leave applied for \_\_\_\_\_ day(s) from \_\_\_\_\_ to \_\_\_\_\_
4. Nature of leave†: Personal Leave/ CL/Medical/Duty Leave/ \_\_\_\_\_
5. Purpose : \_\_\_\_\_
6. Address during leave period: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Signature

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Specific recommendation of the supervisor

Signature of Supervisor

Alternative arrangements for TA Duty:

Approved  
Faculty-in charge (T.A. Duty)

**Convener, DPGC (Physics)**

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**Nature of leave:**

1. Personal Leave : Maximum of 30 days in an academic year (including Winter break and mid-semester breaks) Not more than 10 days during a semester.
  2. Casual leave : 6 days during a semester and 4 days during summer term.
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† Separate journey approval and Invitation letter is required for proceeding on official/duty leave