

INDIAN INSTITUTE OF TECHNOLOGY INDORE

Leave Application cum Mess Rebate Form

for Casual Leave (CL)/ Duty Leave (DL)/ Any Other Leave for Student/ Project Staff

1. Name of the Applicant:.....	2. Roll No.:.....
3. Hostel:.....	4. Room No.:
5. Program: (Write any one of the following: B.Tech./M.Sc./M.Tech./MS(R)/Ph.D./Project Staff):	
6. Department:.....	7. Type of leave:..... (in case of Duty Leave submit the supporting documents)
8. Duration of leave: From:..... to:.....	9. No. of days:.....
10. Date of Leaving IIT:.....	11. Date of Joining back IIT:.....
12. Reason/Ground for leave:	

Signature of Applicant (with date):.....

Recommendations and Signature of Faculty advisor/Thesis Supervisor (with date):.....

Signature of HOD/ HOS (with date):..... Approved/ NOT Approved (By HOD/ HOS)

For use office (Office of HOD/ HOS)

I. Maximum CL available during the calendar year:.....	II. CL availed for during the calendar year:.....
III. No. of CL approved for this application:.....	IV. Balance of CL available:.....
Signature of concerned office staff	

Note:

1. For Institute TA, maximum 08 CL are available in a Semester and 16 CL in a Calendar Year. All 16 CL can be taken at a single stretch. Any unauthorized leave or leave beyond the permissible limit will be marked as Leave Without Pay.
2. Leave of FA category students will be governed by the rules of their funding agency.
3. Leave records will be maintained by the Office of HOD/ HOS. Any leave application of more than 15 days should be informed to the Academic Office.

For mess rebate purpose only

(Rebate is permissible only for periods of 8 days and above at a stretch. Submit this form to your hostel office 2 days before the leave date. Strikeout if rebate is not required)

Name of the Caterer and Hi-Tea plan:.....

I request for mess rebate for the period: From.....To....._No. of Days:.....

Signature of the Student/ Project Staff:.....

Forwarded to Dining Warden Office:.....

Signature of Dining Warden (Sanctioned/ Not Sanctioned):.....