



भारतीय प्रौद्योगिकी संस्थान गुवाहाटी  
**INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI**  
Department of Electronics and Electrical Engineering

LEAVE APPLICATION FOR M.Tech ☐ / PhD ☐ / MS(Engg.)+PhD ☐ {Please tick (✓)}

1.	Name of the student (in BLOCK LETTERS)	Mr. / Ms.:			
2.	Roll No.				
3.	Nature & Period of Leave	Nature of Leave	From	To	No. of Days
4.	Holidays Prefixing / Suffixing	Prefix	From:	To:	No. of Days:
		Suffix	From:	To:	No. of Days:
5.	Reasons for leave				
6.	Whether <b>Station Leave</b> permission required or not	Yes	From:	To:	NO
	Rejoining Duty on				
7.	Alternative arrangement for any duty assigned by the Department during the proposed leave	I, Mr/Ms. .... hereby declare to perform the duties assigned to Mr./Ms ..... by the Department during his/her leave.  <div style="display: flex; justify-content: space-between;"> <span>Mobile no. / Email ID</span> <span>Signature of Alternate TA</span> </div>			
8.	Address while on leave				
		Contact Phone No.	Pin:		
		Email ID:			

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

Remarks / recommendation of TA Instructor:

Signature of the Applicant

Remarks / recommendation of Supervisor :

\_\_\_\_\_  
(Signature, TA Instructor)

Date :

\_\_\_\_\_  
(Signature, Supervisor)

Date :

**FOR OFFICE USE**

1	Leave available before this application	
2	Leave Applied	
3	Balance after current sanction	
4	No. of days without scholarship (if entry in no. 3 is negative)	

Approved / Not Approved

Date:

\_\_\_\_\_  
(Signature, DPPC)

\_\_\_\_\_  
(Signature, HoD)