

INDIAN INSTITUTE OF TECHNOLOGY PALAKKAD
Leave Application for Postdoctoral Fellows

Name of the Postdoctoral Fellow:	
ID Number:	
Department/ Centre:	
Name of the Mentor:	
Type of Leave:	Leave with fellowship / Duty Leave / Leave without fellowship (<i>tick whichever is applicable</i>)
Purpose of Leave:	
Leave applied for: _____ Days	From: <u> </u> <u> </u> / <u> </u> <u> </u> / <u> </u> <u> </u> <u> </u> <u> </u> To: <u> </u> <u> </u> / <u> </u> <u> </u> / <u> </u> <u> </u> <u> </u> <u> </u>

Arrangement of duties/ responsibilities during the period of leave:

Nature of duties or responsibilities to be performed during the absence	Alternate Arrangements made

Date:

Signature of Applicant

Recommendation of the Mentor:	Approval of the Head of the Department/ Centre (to which the PDF belongs):
Recommended/Not Recommended	Recommended/Not Recommended
Name and Signature	Name and Signature

For office use only

Leave as on date	Leave applied for (no. of days)	Balance

Dealing Hand
(Academics)

Officer In-charge

Grant of leave by the Associate Dean (PG):

Sanctioned/Not Sanctioned