



## LEAVE APPLICATION for PhD Scholars

Name of the Scholar	
Roll No.	
Department	
Category	(HTRA / NHTRA / Visvesvaraya )
Type of Admission	Direct PhD / Regular / Part-time / M.Tech-PhD/
Date of Admission	
Name of the Guide	
Type of Leave	Casual / Vacation / ON-Duty/ Medical*
Duration of leave	From _____ To _____
Reason for Leave	
Leave particulars	Leave at credit: _____ Applied: _____ Balance: _____

\*Attach supporting documents for medical leave/ ON-Duty

Recommended/Not Recommended

Signature of Applicant with date

Signature of the Guide

**Leave Rules:**

As per MoE Guidelines, a scholar is eligible for 8 days' casual leave and 22 days' vacation cum medical leave in a calendar year without any carry forward. The assistantship will not be paid for the period of leave availed in excess of sanctioned leaves in any of academic years. Absence without obtaining prior sanction of leave will be considered as indiscipline and shall entail the reduction of scholarship on a pro-rata basis, besides any other action that may be decided by the Institute. In addition, the scholar is also eligible for Special Leave as follows:

- On duty leave with Assistantship for the duration of Workshops / Conferences with prior approval of the Head of the Department / DC Members / Institute.
- Maternity leaves as per the Government of India instructions issued from time to time in case of female candidates.