



Indian Institute of Technology Guwahati
Centre for Energy
Guwahati – 781 039

Leave application form for MS(R) Scholar

Name of the applicant (in **BLOCK** letters):

Roll No:.....

Academic Year:.....

1. Nature & Period of Leave (For Ordinary Leave, Academic Leave, Maternity Leave, Paternity Leave etc. please attach supporting papers)	Nature		From	To	No. of Days
2. Holidays, Prefixing / Sufficing	Prefix	From:	To:	No. of Days:	
	Suffix	From:	To:	No. of Days:	
3. Reasons for leave					
4. Address while on leave					
	Contact Phone No. (if any):			Email:	

Date

Signature of the applicant

Recommended / Not recommended

Supervisor / Faculty Advisor

Name:

For Office use only

		Ordinary Leave	Maternity / Paternity Leave	Academic Leave (conferences/ seminars/ workshops/ short-term courses)	Academic Leave (data collection/ survey works)
A	Leave available before this application				
B	Leave applied for				
C	Balance Leave				
D	No. of days without scholarship [if (C) is negative]				

Approved / Not approved / Forwarded to DOAA

Date:

Signature of the HOC