APPLICATION FOR LEAVE

The Course Coordinator
International Institute for Population Sciences,
Deonar,
Mumbai - 400088.

Sir,

      I wish to apply for leave, the details of which are given below. It is requested that leave may kindly be granted to me.

Date : _____

Signature of
the Applicant: _____

Name of the Applicant: _____

Course: _____

1. Number of days _____ from _____ to _____

2. Type of Leave _____

3. Reason for asking leave _____

_____

4. Leaving Mumbai : Yes/No _____

5. If leaving headquarters, full _____

   address of the place visiting _____ Tel/Mobile: _____

RECOMMENDATIONS OF THE GUIDE

    The leave applied for may/ may not be granted.

_____
(Signature of Guide)

OFFICE NOTE

    The applicant has requested for _____ days   leave.
The said leave standing to his/her credit _____ days.
The leave applied for is, therefore, admissible as follows.
       1. Leave with fellowship _____
       2. Leave without fellowship _____

_____
(Signature of Academic Clerk)

REMARK OF THE SANCTIONING AUTHORITY

          The leave applied for is sanctioned / recommended.

_____
Asstt. Registrar (Academic)

_____
Course Coordinator