



**Indian Institute of Technology Guwahati**  
**Centre for the Environment**  
**Guwahati – 781 039**

**Leave application form for PhD**

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

Roll No:.....

Programme (Tick): PhD / M.Tech

Academic Year:.....

Batch (tick): December / July

1. Nature & Period of Leave (For Academic Leave, Maternity Leave, Paternity Leave etc. please attach supporting papers)	Nature		From	To	No. of Days
2. Holidays, Prefixing / Suffixing	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