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|  | Indian Institute of Technology Guwahati Department of Humanities & Social Sciences  Guwahati - 781 039  (Assam), **INDIA** | | |
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**Leave Application form for Ph.D Scholars**

Name ( **in block Letter**) ……………………………………………………………………………………Roll No………………………

Academic Year………………………………………………………….

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| --- | --- | --- | --- | --- | --- | --- |
| Nature & Period of Leave ( for Conference Leave Pl. Attach Supporting papers) | Nature | From | | | To | No. of Days |
|  |  | | |  |  |
| Holidays,  Prefixing / Suffixing | Prefix | From: | | | To: | No. of Days: |
| Suffix | From: | | | To: | No. of Days: |
| Address while on Leave |  | | | | | |
| Phone No. |  | | Email ID |  | | |

Date:- Signature of the Applicant

Recommended / Not Recommended Supervisor Signature

Date:

Name:-

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For Office use

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| Nature & Period of Leave ( for Conference Leave Pl. Attach Supporting papers) | Ordinary Leave | Maternity/ Paternity Leave/ Medical Leave | Academic Leave (Conference) | Academic Leave  (Data Collection) |
|  |  |  |  |
| Leave Applied for |  |  |  |  |
| Balance Leave |  |  |  |  |

Remark (if any):

Approved/ Not approved Signature of the HOD

Date:-