



भारतीय सूचना प्रौद्योगिकी, अभिकल्पना एवं विनिर्माण संस्थान, कांचीपुरम
**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY,
DESIGN AND MANUFACTURING, KANCHEEPURAM**
Melakottaiyur, Vandalur-Kelambakkam Road, Chennai-600127

APPLICATION FOR SPECIAL CASUAL LEAVE

1. Name : _____

2. Designation : _____

3. Purpose of Request [Tick appropriate & enclose the copy of letter / document(s) etc.,]

To attend meeting of academic committees of Universities.

To attend meeting of Executive Councils of Professional Bodies

To attend meeting of selection committees of Universities / Scientific Organization / Professional Societies / National Laboratories

To attend Ph.D. viva-voce examinations at other Institutions / Universities

To present a paper at Conference with Institute's Financial Support.

Any other-please mention (subject to approval)

4. Duration of absence No. of Days : _____

From : to

5. Have alternative arrangements been made? : _____

(Give details of such arrangement)

Date:

SIGNATURE OF THE APPLICANT

Recommended / Not Recommended

Signature with date of the HoD. / Lab In-charge

(FOR USE IN OFFICE)

Leave at Credit : day(s)
Leave taken now : day(s)
Balance of leave at Credit : day(s)

Granted / Not Granted

Signature of sanctioning Authority