



Institute of Physics Bhubaneswar

APPLICATION FOR DUTY LEAVE (Faculty / Scholars / Project personnel)

National / **International**

1. Name of the Applicant with Designation : _____
2. Purpose of Duty Leave (Brief description) : _____

3. No. of days of leave required : _____
- From : To
- Along with other leave CL / EL / Other

(Please mention along with prescribed leave form or put a 'X' mark)

From : To

4. Expected Date of Joining to the Institute :
5. Address for communication during leave : _____
(Name of the Institute/Organization
with phone number / e-mail etc if any)

Contact Cell. No. during the said Leave : _____

Date : _____ *Signature of Applicant*

Recommendation of Faculty-in-Charge (for scholars & project personnel only)

Leave recommended / Not recommended

Faculty-in-Charge / Project head

Approval of Sanctioning Authority

Leave is granted / refused

DIRECTOR