

APPLICATION FOR DUTY LEAVE
(to be given at least 7 days in advance)

Name of the Faculty/staff	:	
Designation	:	
Department/Project	:	
Purpose of visit	:	
Date/Duration of visit	:	
Is there any teaching assignment during this period	:	
Address during leave period & Contact no.	:	
Recommendation of the Head the Department / Project Head	:	
Whether any financial assistance is required from IIPS (Please state the requirements)	:	
Whether any stipend/ fees/ honorarium is being provided by the host institute Please enclose invitation/offer letter	:	
Any other requirements (please specify)	:	

SIGNATURE OF APPLICANT WITH DATE

TO BE PROVIDED BY ADMN. SECTION			
Current year		Previous year	

SECTION OFFICER

ASSISTANT FINANCE OFFICER

REGISTRAR

DIRECTOR & SR. PROFESSOR

APPLICATION FOR PROJECT DUTY LEAVE
(to be given at least 7 days in advance)

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(please specify)	:	

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