

Application for Proceeding on Assignment
(During Summer/Winter Vacation)

PF No:

1. Name :
2. Designation :
3. Department :
4. Date of joining the Institute:
5. Purpose: tick the appropriate item(s)

- | | |
|--|--|
| ☐ Consultancy
☐ Teaching
☐ Conference/Symposium | ☐ Research
☐ Book writing
☐ Others* (Specify) |
|--|--|

*

6. Details of Invitation (enclose the copy of Invitation):
- (a) Organization:
- (b) Designation:
- (c) Financial Support: tick the appropriate item(s)

- | | |
|---|---|
| ☐ Honorarium
☐ Fellowship
☐ CPDA | ☐ Stipend
☐ Others (specify) |
|---|---|

7. Duration and the type of leave requested: Total: -----

Vacation / Leave	From	To	Number of days
Vacation			
Earned			
Extraordinary			
On Duty			
Other (specify)			

8. Mailing Address during leave:

.....

Tel No.: Fax No.: Email:

9. Arrangements regarding academic and other responsibilities:

(a) Necessary Teaching Arrangements during the absence:

(b) BS-MS Project: Concurrence of faculty member(s) who will look after student(s) working with you:

(c) PhD Thesis guidance: Concurrence of faculty member(s) who will look after PhD student(s) working with you

(d) Sponsored Research/ Consultancy Projects*: Concurrence of faculty member(s) who will look after sponsored/consultancy projects with you:

Date:_____

Signature:_____

Forwarded	Recommended	Approved as per rules
HoD	DoFA	Director