

DEPARTMENT OF....., IIT MADRAS - 600036  
STUDENT/PROJECT STAFF LEAVE APPLICATION FORM

Name: \_\_\_\_\_ Roll No.: \_\_\_\_\_

Hostel: \_\_\_\_\_ Room No.: \_\_\_\_\_

Programme (Tick options): B.Tech./Dual/M.A./M.Sc./M.Tech./M.S./Ph.D./Project Staff

Registration Date \_\_\_\_\_ :

Scholarship-HTTA / non-HTTA \_\_\_\_\_ :

No. of days leave availed in the current semester :

Leave required : From \_\_\_\_\_ To \_\_\_\_\_ No. of Days \_\_\_\_\_

Reason for leave \_\_\_\_\_ :

Address/Phone/ Mobile during the leave:

If on Medical grounds whether medical certificate is attached: YES / NO

Signature of the Student / Project Staff:

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Signature of TA duty / Faculty in charge / Faculty Advisor / Guide / HOL

Recommended / Not Recommended

Signature of Project Coordinator

HEAD OF THE DEPARTMENT

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Forwarded to Dean (AR) / Dean (ICSR)

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For Office Use Only  
Leave already availed: \_\_\_\_\_ : Leave now applied: \_\_\_\_\_

Balance on credit after deducting the above leave: \_\_\_\_\_

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**FOR MESS REBATE PURPOSE ONLY**

(Rebate is permissible only for periods 10 days and above at a stretch; Strikeout if rebate is not required)

Name of the Caterer \_\_\_\_\_ :

I request for mess rebate for the above period or  
within the above Period : From \_\_\_\_\_ To \_\_\_\_\_ : No. of Days: \_\_\_\_\_

Signature of the Student / Project Staff \_\_\_\_\_ :

Forwarded to CCW

Sanctioned / Not Sanctioned

Signature of Warden

Administrative Officer / Chairman Council of Wardens