

Leave Application form for foreign visit of PDF/NPDF/Project Staff (Other than Ph.D. students)

1. Name of the Applicant : _____
2. Department : _____
3. Date of leave : From _____ To _____ No. of Days _____
4. Prefix/Suffix/Holidays if any : Prefix _____ Suffix _____
5. Name of the country visiting : _____
6. Purpose of visit : _____
7. Project No. for fund : _____
(If required from Project)

Date: ____ _

Signature of the Applicant:

Recommended / Not Recommended

Mentor/ Faculty Supervisor _____

Recommended / Not Recommended

Head of the Department _____

Signature of the Dean R&D
For fund approval

Signature of the Dean International
For Ex. India leave approval

1. Kindly send to concerned HoD staff after signature of Approving Authority for issuing NOC, Visa, Bonafede Certificate purpose.
2. Travel Form No. R6_Travel Schedule Cum Advance Approval Request to be filled separately with sanction order, budget head and leave approval.
3. After the completion of journey R7_Travelling Allowance Claim Form to be filled and submit it to R&D section.
4. Travel Tour SOP must be followed for national and international travels.
5. This will be governed as per the norms of the funding agency amended time to time.
6. There will be no financial implication on IIT Indore due to this visit.