

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

PF No:

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

- | | |
|---|--|
| <input type="checkbox"/> Consultancy | <input type="checkbox"/> Research |
| <input type="checkbox"/> Teaching | <input type="checkbox"/> Book writing |
| <input type="checkbox"/> Conference/Symposium | <input type="checkbox"/> Others* (Specify) |

*

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

- | | |
|-------------------------------------|---|
| <input type="checkbox"/> Honorarium | <input type="checkbox"/> Stipend |
| <input type="checkbox"/> Fellowship | <input type="checkbox"/> Others (specify) |
| <input type="checkbox"/> CPDA | |

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:

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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