

INDIAN STATISTICAL INSTITUTE

APPLICATION FORM FOR PROJECT DUTY LEAVE

(To be Filled-in by the applicant)

1	Name				
2	Roll No. & Designation				
3	Date of Appointment				
4	Project Title				
5	Funding Agency				
6	Account Number				
7	Total Budget				
8	Purpose of Leave (attach supporting documents)				
9	Period of Intended Leave	From:		To:	(_____ days)
10	With Pay/Without Pay				
11	<p>Details of alternative arrangements made for teaching/admission committees/academic administration/project/and related activities</p> <p>(The Head of Unit, Professor-in-Charge/Head of SQC & OR Division and the Dean of Studies should satisfy himself/herself in particular about the arrangements.)</p>				
12	Signature of the Applicant with Date				
For Personnel Unit (to be obtained by the applicant)					
13	The number of Academic Leave (with pay) taken in the Calender Year		Signature of In-Charge, Personnel Unit with Date		
14	The number of Project Duty Leave (with pay) taken in the Calender Year				
Recommendations					
15	Recommendation of Unit Head; give reasons if leave is not recommended (to be obtained by the applicant)	Recommendation of Professor-in-Charge/Head, SQC & OR Division; give reasons if leave is not recommended ((to be obtained by the applicant)	Recommendation of Dean of Studies; give reasons if leave is not recommended (to be obtained by the applicant)	Recommendation of Head, C-CAIR (in case leave is required for more than 7 days in a single spell); give reasons if leave is not recommended	
	Signature with Date	Signature with Date	Signature with Date	Signature with Date	Signature with Date
16	Sanction: Yes/No If Yes With Pay/Without Pay				
	Signature of the Sanctioning Authority with Date				