



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान कोलकाता  
INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH KOLKATA  
RESEARCH AND DEVELOPMENT

APPLICATION FOR ANNUAL LEAVE (PROJECT EMPLOYEE)

1. Project No.:
2. Name:
3. Personal File No.:
4. Designation:
5. Department/Section:
6. Leave applied for:      days, From:                      To:
7. Purpose:
8. Last Leave availed :  
(Including date of joining & nature of leave)
9. Address during Leave: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature:

Date:

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Recommendation of Head of Department:

Signature of the PI

Signature of the Head of Department  
**Office use**

The following leave is due on date: \_\_\_\_\_

Following leave on the basis of recommendation of the Head of Department may be sanctioned.

|           |                |                           |           |
|-----------|----------------|---------------------------|-----------|
|           |                |                           | Approved  |
| Assistant | Superintendent | Assistant Registrar (R&D) | Dean, R&D |

Balance of Leave as on \_\_\_\_\_ is \_\_\_\_\_ days.