

APPLICATION FOR DUTY LEAVE

(to be given at least 7 days in advance)

Name of the Faculty/staff	:	
Designation	:	
Department/Project	:	
Purpose of visit	:	
Duration of visit	:	
Is there any teaching assignment during this period	:	
Address during leave period & Contact no.	:	
Recommendation of the Head the Department / Project Head	:	
Whether any financial assistance is required from IIPS (Please state the requirements)	:	
Whether any stipend/ fees/ honorarium is being provided by the host institute Please enclose invitation/offer letter		
Any other requirements	:	
(please specify)		

SIGNATURE OF APPLICANT WITH DATE

TO BE PROVIDED BY ADMN. SECTION			
Current year		Previous year	

SECTION OFFICER

ACCOUNTS OFFICER

REGISTRAR

DIRECTOR & SR. PROFESSOR