# CHEMICAL ENGINEERING DEPARTMENT
# INDIAN INSTITUTE OF TECHNOLOGY DELHI

## Leave Application for Full-Time PhD/MTech Students

Name:_____ Entry No. : _____

Leave Period: _____ No. Of Days: _____

Purpose of leave(Official/Conference/Personal):_____
*For Conference purpose, there has to be a formal approval from concerned authority like DRC.

Leave already availed in the present calendar year:
Official Reason:_____ days, Personal Reasons:_____days

_____ _____
Signature of Student Signature of Supervisor
Date: Name:_____

**Note:** The leave application(copies available at Che office), afte its approval only by the supervisor, is to be dropped in the "drop box" kept near the biometric device in the CHE office. Please do not send the application to the PhD/Mtech coordinator or to the head of CHE.