Indian Institute of Technology Kanpur  
Department of Civil Engineering  

Application for Proceeding Out of Station  
(on Special Casual Leave/Official Duty/Weekend or Holidays)  

Name: __________________________  Designation: ___________  PF No.: ___________  

Leave Applied for (in the case of special casual leave): __ days  (from _______ to ________)  

Total Period of Absence: ________ days  (from _______________ to _______________)  

Purpose (relevant documents to be attached in the case of special casual leave):___________  

__________________________________________________________________________  

Source of T.A./D.A. (in the cases of special casual leave and official duty):______________  

Alternative Arrangement of Classes/Responsibilities (including the information on classes  
rescheduled, if any):  

__________________________________________________________________________  

__________________________________________________________________________  

__________________________________________________________________________  

__________________________________________________________________________  

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Any other information: ________________________________________________________  

___________________________________  

(Signature of Applicant with Date)  

(Head of Department)