# LEAVE APPLICATION FORM FOR FARE FELLOW

**Name of Student:** _____

**FARE ID:** _____    **Dept:** _____    **Ph.D Email ID:** _____

**Date of Joining FARE:** _____    **Date of Ending FARE:** _____

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## LEAVE APPLIED FOR

1. Academic Leave: From _____ to _____
*(A FARE Fellow will be eligible for a maximum of 12 days of academic leave in a complete tenure on pro-rata basis)*

2. Personal Leave: From _____ to _____
*(A FARE Fellow will be eligible for a maximum of 30 days of personal leave in a complete tenure on pro-rata basis)*

2. Casual Leave: From _____ to _____
*(A FARE Fellow will be eligible for a maximum of 8 days of casual leave in a complete tenure on pro-rata basis)*

3. Medical Leave: From _____ to _____
*(Leave on medical ground without pay, duly supported by medical certificate, may be granted to FARE Fellow for up-to 20 days in a complete tenure on pro-rata basis)*
**NOTE: Attach medical certificate for medical leave.**

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Purpose of Leave: _____

Address of Leave: _____

Applied Dated: _____

If leave taken previously (if any) mention the type of leave and no of days: _____

- *Application must be submitted in hard copy to DoAA office with duly forwarded from thesis supervisor and HoD well in advance of the date of commencement of leave required except for medical leave is emergency situations.*
- *Encashment of any balanced un-availed leave in shall not be permitted.*
- *Approval of leave is completely depend on competent authority.*

*Signatures*: _____    _____    _____
                    *(Student)*                *(Thesis Supervisor)*              *(Head of the Department)*

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## For Official Use Only

| Academic Leave | Personal Leave | Casual Leave | Medical Leave |
|---|---|---|---|
| Accumulated: | Accumulated: | Accumulated: | Accumulated: |
| Leave Applied: | Leave Applied: | Leave Applied: | Leave Applied: |
| Sanctioned: | Sanctioned: | Sanctioned: | Sanctioned: |
| Balance: | Balance: | Balance: | Balance: |

**Leave Approved** *(if rejected mention the reason):* _____

**Any Remarks:** _____

| _____ | _____ | _____ |
|---|---|---|
| **Verified by** | **Recommended by** | **Approved** |
| Dealing Assistant/Suptd. | AR/DR/JR | Dean |
| PG Section | (Academic Affairs) | (Academic Affairs) |