

**DEPARTMENT OF MATERIALS SCIENCE & ENGINEERING**

Must be submitted to Materials Science & Engineering Office at least two days advance duly signed by the thesis guide & task in-charge.

NAME.....Roll No.....

Academic year 20 - 20 Semester - I / II

Type of leave applied **Personal Leave (15 days)/Casual Leave (6 days) /Medical Leave (8 days) / Duty Leave per semester**

Number of days leave applied for .....days From.....To .....

Purpose of leave.....

Permission to Leave Station From (Date & Time).....

Return back on (Date & Time).....

Recommended/Not recommended

I have informed by task in-charge about my absence and no urgent work or paper is pending with me.

.....  
Signature of Task In-charge

.....  
Signature of Guide

.....  
Signature of the Student

(For MSE office use only)

Application received on .....

(Convener, DPGC)

Leave so far due/Balance:

1. Vacation.....days
2. Casual ..... days
3. Medical .....days

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