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NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND

Ref. No. _____

Date: _____

Application Form for Full time Research Scholar

() Leave () Medical Leave () Maternity Leave () Paternity Leave

1. Name : _____
2. Roll No. : _____ Date of Joining: _____
3. Name of Supervisor/Project Incharge : _____
4. Name of the Department : _____
5. No. of days leave required with date : From _____ To _____ /on _____ Total: _____
6. Prefixed/Suffixed : Prefixed: _____ Suffixed: _____ Total: _____
7. Reason for Leave : _____
8. Complete address during leave with mobile no. : _____

Date: _____

Signature of the Applicant

Recommended Not Recommended

Approved Not Approved

Signature of Supervisor

Signature of HoD/Project Incharge

FOR DEPARTMENT USE ONLY

	Leave	Medical Leave	Maternity Leave	Paternity Leave
a) Leave at Credit				
b) Leave taken now				
c) Total leave taken during the semester			-	-
d) Balance of Leave (a-b)			-	-

Dealing Assistant

Technical Assistant

HoD/Project Incharge

NOTE: Full time Research Scholars are eligible for maximum 30 days leave per Academic Year, out of which not more than 20 days leave can be availed in a semester. This leave shall be treated as Casual Leave but with prior approval. Leave admissible in one Academic Year will not be carried forward to the next Academic Year. Medical leave of 10 days per academic year is admissible which can be credited after completion of 6 months service. The full time research scholar is eligible for Maternity/Paternity leave during the Academic Year with assistantship as per Govt. of India norms released from time to time. The leave shall be allowed to accumulate till completion of the Fellowship period. When the status changes i.e. from Full time Research Scholar to Project Staff or vice versa, the accumulated leave shall not be transferred. Change of designation/Fellowship shall entitle continuation of accumulated leave. No additional leave and vacation leave shall be admissible.

To,
Registrar Office