

**INDIAN INSTITUTE OF TECHNOLOGY, BOMBAY**  
**Application for leave from Postgraduate students**  
**(PH.D. / M.Tech./M.Des./D.I.I.T.)**

To,  
The Head of the Department of Economics  
Indian Institute of Technology Bombay

1. Name of student : .....
2. a) Department : .....
- b) Elective : .....
- c) Roll No. : .....
- d) Date of joining : .....
- e) Hostel No. : .....

3. Dates on which leave required: From ..... to .....

Total No. of days: .....

4. Reasons for leave : .....

Supporting documents (if any) .....

I understand that leave cannot be availed of unless sanctioned by the competent authority.

5. Recommendations of the Guide/  
Faculty Adviser .....

signature of the student

.....  
Signature of the Guide/Faculty Adviser

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**This portion is to be filled in by the Departmental office**

6. He / She is eligible for 15 30 45 days leave in year out of which he / she has availed of ..... days of leave so far.

7. Checked by .....

Orders of the Sanctioning Authority

- (a) Leave granted with Scholarship
- (b) Leave granted without Scholarship
- (c) Leave not granted

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Head of the Department

**Note: For grant of special leave beyond the permissible limit, the application is to be referred to the Dean of Academic Programmes.**