

**INDIAN INSTITUTE OF TECHNOLOGY BOMBAY**  
**Application for Leave from Post Graduate 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) Roll No. : .....
- c) Date of Joining : .....
- d) 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. Recommendation of the Guide/  
Faculty Adviser

.....  
Signature of the Student

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

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**To be filled up by the Department Office**

6. He / She has accumulated \_\_\_\_\_ days of leave, out of which he / she has already availed  
..... 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