



Indian Association for the Cultivation of Science
Leave Application for Research Scholars/Associates

Duty Personal [put tick mark (✓) in the appropriate box]

Name						ERP Self Service Ref. No.								
Designation														
Fellowship Funding Agency						Reason for leave								
No. of Days						FROM (DD/MM/YY)								
Prefix														
Suffix						TO (DD/MM/YY)								
Nomination/ Invitation letter attached														
Support offered by the inviting institute	Part	Full	Amount	Details										
Travel Assistance														
Daily Allowance														
Fooding														
Lodging / Accommodation														
Fellowship/Honorarium/other financial support, if any														
Whether NOC is required for obtaining VISA mentioning fellowship/source of fund for visit/tenure of stay? If yes, indicate the date by which you would like to receive the NOC.														
Address while on duty leave						Phone								
						Email								
Recommended subject to availability/Not recommended														
Signature of the Supervisor					Signature of the applicant									
Date :					Date :									
Forwarded					Leave applied for recorded in Dept. Office									
Signature of the HoD					Signature of the Dept. Official									
Date:					Date :									
Duty Leave to the credit as on												is		days
Duty Leave availed during the calendar year 20												is		days
Signature of the AOffice Official					Signature of the Sanctioning Authority									
Date :					Date :									

Counterfoil of Leave Application

Indian Association for the Cultivation of Science

The following leave is sanctioned / refused by the competent authority

Duty Leave available prior to this application	Period (DD/MM/YY)										No. of days	Prefix/Suffix	Leave balance after current sanction	
	From					To								
Days														Days
No. of days without fellowship				Remarks										

Signature of the AOffice Official

To :

Date :