



**National Institute of Science Education and Research,
Bhubaneswar**
(An autonomous Institution under Department of Atomic Energy, Govt. of India)
Research and Development Cell

Application for Annual/Casual/Medical Leave

1. Name of the Fellow/Staff.....
2. Position.....
3. School/Department.....
4. Name of the Project and No.....
5. Nature of Leave*(Annual/Casual/Medical).....
**(attach medical certificate in the event of applying medical leave)*
6. Duration of Leave.....day(s)
7. Period of Leave.....
8. Purpose of Leave (*other than medical leave*).....
9. Address during leave*.....
**(if permission is required for leaving institute/hostel).....*
.....
10. Contact No. during leave.....

Signature of the Fellow / Staff

Recommendation of P.I/P.C

Recommended/Not-recommended

Specific remark by P.I/P.C (*in the event of non recommendation*).....
.....

Date:.....

Name and signature of P.I/P.C

For use by R&D Cell

leave balance in his/her account: *Nature of leave:*.....

Balance available.....

Approved / Not approved

DEALING ASST.

APO(R&D)

AO (R&D)

Dean (R&D)

Copy forwarded to Hostel Warden/ Hostel In-charge/Mess In-charge For information