



**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 Leave for Academic work

1. Name of the Fellow/Staff.....
2. Position.....
3. School/Department.....
4. Name of the Project and No.....
5. Duration of Leave.....day(s)
6. Period of Leave, from.....to.....
7. Purpose of Leave (*Field work/lab. Work/attending conferences, courses, seminar, symposia, etc/any other research activities, please mention briefly*)
.....
.....
8. Financial support (*By NISER through project/Self financing/Host Institute /any other means, please specify*).....
.....
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 Accounts Cell

Funds availability certificate:

Funds under the Travel Budget Head of the above mentioned project is available/not-available

Any other specific remark.

Signature of O.A

Head of accounts responsible: } For certifying regarding availability of funds under the
for maintaining R&D Accounts } Travel Budget Head of the above mentioned project.

Dy. Comptroller of Accounts
Accounts (R&D)

Approved/Not approved

Dean, R&D

Copy forwarded to: Accounts Section (R&D Accounts): *For releasing payment*
Hostel Warden / In charge: *For information*
Personal/Project File