

# INDIAN STATISTICAL INSTITUTE

## CHENNAI CENTRE

### APPLICATION FORM FOR ACADEMIC LEAVE

1. Name of the Applicant	
2. Roll No.	
3. Unit & Division	
4. Date of Appointment and present Designation	
5. Purpose of Leave (with supporting documents).	
6. Period of Leave applied for (no. of days)	From ..... to ..... (      days)
7. Details of financial assistance to be receive (attach supporting documents)	
8. Details of alternative arrangements made for teaching/admission committees/academic administration/project/and related activities  (The Head of Unit, Professor-in-Charge/Head of SQC & OR Division and the Dean should satisfy himself/herself in particular about the arrangements)	Endorsement of the Dean with date
9. Brief description of teaching/research/project/academic administration/admission committees/related activities during the last 3 years	
10. Signature of applicant with date	
<b>(For use in the Office)</b>	
11. AL balance before this application	
12. AL enjoyed with pay in the current calendar year, before this application	
13. Recommendation of the Head of Unit (Give reason in case leave is not recommended)  Signature with date	Recommendation of Professor-in-Charge/Head of SQC & OR Division (Give reason in case leave is not recommended)  Signature with date
14. Sanction:	Leave is sanctioned/not sanctioned with pay/without pay  Signature of Sanctioning Authority with date