



# INDIAN INSTITUTE OF PETROLEUM & ENERGY

भारतीय पेट्रोलियम और ऊर्जा संस्थान

## **LEAVE / TOUR APPLICATION** **(THROUGH PROPER CHANNEL)**

Sl.	Item		Details		
1.	Name of Employee/ Employee Code/ Designation/ Section	:			
2.	Are you going for an Official Tour	:	Yes/ No		
3.	If going on official tour fill up the following details	:			
	(a) Places to be visited & purpose of visit (Attach support document)	:	Places to be visited: Purpose of visit		
	(b) Estimated Budget & Budget Head from which expenditure is to be met	:	Estimated Budget: Budget Head:		
	(c) Dates of official engagement	:	From: dd/mm/yy To: dd/mm/yy		
	(d) Mode & Class of journey	:	Mode of Journey: Class of Journey:		
	(e) Additional approvals, if any required	:			
4.	If not going on an official trip, fill the following details				
	(i) Nature of Leave Applied				
	(ii) Leave From	:			
	(iii) Leave To				
	(iv) Total Number of Days				
5.	Saturdays/Sundays/Holidays proposed to be affixed with leave		Prefix: Suffix:		
6.	Purpose of Leave				
7.	Whether proposes to avail LTC during the ensuing leave. If so, please provide details. (Separate Application for LTC is also required to be filled up).		Are you Applying for LTC: Yes/No		
8.	Date and Time of Leaving Station	:	Date : Time :		
9.	Date and Time of Arrival Station	:	Date : Time :		
10.	Address during the leave and Phone No.:	:			
11.	Specify the arrangements of classes missed during the leave period (Class wise details to be furnished)	:			
12.	<b>Sl</b>	<b>Teaching /Admin duties</b>	<b>Period</b>	<b>Name of the staff who take-up the classes/ duties</b>	<b>Signature</b>
			<b>From</b>	<b>To</b>	

Signature of Employee \_\_\_\_\_

Recommended/ Not-recommended with remarks

Date:

Signature of HoD

**FOR OFFICE USE**

<b>Leave Records of the Employee</b>	
Type of leave applied by the Employee	
Total Leave eligible for type of leave applied	
Leave availed	
Balance of Leave	
Leave applied at present	
Remarks / Balance	
Signature of Dealing Assistant _____	Sign of Off. Supdt. _____
Recommended / Not Recommended	Approved/ Not Approved
Recommending Authority	Sanctioning Authority

**Note:**

**Channel of application:**

Faculty: *Faculty → HoD → DoFA → Director*  
NTS (Group-A): *Employee → HoD → Director*  
NTS (Group -B & C): *Employee → HoD → Registrar*  
Project Staff : *Staff → PI → Dean (R&D)*