

INDIAN STATISTICAL INSTITUTE				
APPLICATION FORM FOR PROJECT DUTY LEAVE				
(To be Filled-in by the applicant)				
1	Name			
2	Roll No. & Designation			
3	Date of Appointment			
4	Project Title			
5	Funding Agency			
6	Account Number			
7	Total Budget			
8	Purpose of Leave (attach supporting documents)			
9	Period of Intended Leave	From:		To: () days
10	With Pay/Without Pay			
11	<p>Details of alternative arrangements made for teaching/admission committees/academic administration/project/and related activities</p> <p>(The Head of Unit, Professor-in-Charge/Head of SQC & OR Division and the Dean of Studies should satisfy himself/herself in particular about the arrangements.)</p>			
12	Signature of the Applicant with Date			
For Personnel Unit (to be obtained by the applicant)				
13	The number of Academic Leave (with pay) taken in the Calendar Year		Signature of In-Charge, Personnel Unit with Date	
14	The number of Project Duty Leave (with pay) taken in the Calendar Year			
Recommendations				
15	<p>Recommendation of Unit Head; give reasons if leave is not recommended (to be obtained by the applicant)</p> <p>Signature with Date</p>	<p>Recommendation of Professor-in-Charge/Head, SQC & OR Division; give reasons if leave is not recommended ((to be obtained by the applicant)</p> <p>Signature with Date</p>	<p>Recommendation of Dean of Studies; give reasons if leave is not recommended (to be obtained by the applicant)</p> <p>Signature with Date</p>	<p>Recommendation of Head, C-CAIR (in case leave is required for more than 7 days in a single spell); give reasons if leave is not recommended</p> <p>Signature with Date</p>
16	<p>Sanction: Yes/No If Yes With Pay/Without Pay</p> <p style="text-align: center;">Signature of the Sanctioning Authority with Date</p>			