

INDIAN INSTITUTE OF TECHNOLOGY BOMBAY  
**Ashank Desai Centre for Policy Studies (ADCPS)**

**Personal Leave Application by Ph.D./MPP Student**

To  
The Head  
ADCPS  
IIT Bombay

1. Name of the student : \_\_\_\_\_

2. (a) Roll No. : \_\_\_\_\_

(b) Date of Joining : \_\_\_\_\_

(c) Hostel No & Room no.: \_\_\_\_\_

3. Select leave category : Regular/Medical\*

4. Dates on which leave required: from \_\_\_\_\_ to \_\_\_\_\_

Total No. of Days: \_\_\_\_\_ (Including holidays if any)

5. Reason for leave : \_\_\_\_\_

Supporting document(s) (if any): \_\_\_\_\_

I understand that leave cannot be availed of unless sanctioned by the competent authority.

\_\_\_\_\_  
Date & Signature of the student

A) Recommendation by the Faculty Advisor / Thesis Supervisor: Yes/No

Signature & Date

B) Recommendation by the TA Course instructor: Yes/No/NA

Signature & Date

\*\*\*\*\*

**(This portion is to be filled by the ADCPS office)**

6. He/ She is eligible for 10/15/30 days **Regular/Medical** leave in a year out of which he/she has availed of \_\_\_\_\_ days of leave so far.

7. Checked by \_\_\_\_\_

Orders of the Sanctioning Authority

*(One of the following to be ticked)*

- A) Leave granted with Scholarship
- B) Leave granted without Scholarship
- C) Leave not granted

\_\_\_\_\_  
Head of the Department

**Notes:** \* - For Medical leave, a doctor certificate is required and after availing of medical leave, Fitness certificate from the doctor is needed; For grant of leave beyond the permissible limit, the application is to be referred to the Dean of Academic Programmes.