

Indian Institute of Technology
Kharagpur 721302
Request for permission to leave station

1. Name :
2. E.C. :
3. Designation :
4. Department :
5. Purpose :
6. When the officer proposes to leave station (Date & Time) :
7. When the officer proposes to return to the station (Date & Time):
8. Address during absence from the station :

Date :

Signature :

Remarks of the department :

Sanctioned

Director/Head of the Department/Officer-in-Charge

Registrar (for record)