

**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY,
DESIGN AND MANUFACTURING KANCHEEPURAM**
IIT Campus, Chennai

FORM FOR PERMISSION TO ACCEPT OUTSIDE WORK/VISITS etc. /WITHIN THE COUNTRY

(To be submitted in duplicate)

1.	Name	
2.	Designation	
3.	Nature of work with brief details (please Enclose copy of letter). For giving Lectures, no. of hrs. may be indicated	
4.	Remuneration/Honorarium (if any)	
5.	Duration of absence	
6.	Leave proposed to be availed (Please strike out whichever is not applicable) (a) SPECIAL CASUAL LEAVE (b) CL/EL/VACATION (c) THE WORK WILL BE DONE OUTSIDE INSTITUTE WORKING HOURS	
SIGNATURE OF THE STAFF MEMBER		

Have alternative arrangements been made?

The proposal is APPROVED/NOT APPROVED

1. Special Casual Leave for _____ days approved.
2. To apply for _____ days of leave at credit (CL/EL).

Head of the Institution

To
The Staff Member

Special casual leave may be granted for: Attending meetings of academic committees of Universities, Executive councils of professional bodies, Selection Committees of Universities, Scientific Organisations, Professional Societies, National Laboratories, Ph.D. Viva-Voce examinations at other Universities/Institutions irrespective of whether remuneration is involved or not.