

This form should be filled in four copies

INSTITUTE OF RURAL DEVELOPMENT PLANNING



Student's request form for absence from institute

Full name Reg. Number.....

Course(eg. CRP,DDP I,BRRDP III etc)

I request to be absent from the institute to

on date.....to (date).....reason (s)

.....

.....

.....

Signature of applicant

date

Approval

I approve/disapprove of this leave of absence;

Signature of
Course coordinator date

I approve/ disapprove of this leave of absence;

Signature of
Head of department date

I approve/disapprove of this leave of absence;

Signature of
Director of Students Affairs date

I approve/disapprove of this leave of absence;

Signature of
DASS Office date

Note; any permission exceeding 14 days conservatively will lead to the postponement of studies