



**Department of Aerospace Engineering  
IIT KANPUR**

**APPLICATION TO PROCEED OUT OF STATION ON**

**OFFICIAL LEAVE**

1. Name : \_\_\_\_\_
2. Personal File No. : \_\_\_\_\_
3. Designation : \_\_\_\_\_
4. Period of Leave : \_\_\_\_\_
5. Purpose : \_\_\_\_\_
6. Host Institution/Organisation: \_\_\_\_\_
7. Any other Information : \_\_\_\_\_

SIGNATURE OF APPLICANT

(HEAD OF DEPARTMENT)