**Annual Leave Record for UGC/CSIR/DST-Inspire/ICSSR/Project Scholars**

**(Excluding IRF)**

**Department of ………………….**

**Year 20**

|  |  |
| --- | --- |
| Name of Student |  |
| Name of Scholarship |  |
| Designation |  |
| Funding Agency |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Month | Total Days | Working Days | Institute Holiday | Leave | Duty Leave | Present |
| January |  |  |  |  |  |  |
| February |  |  |  |  |  |  |
| March |  |  |  |  |  |  |
| April |  |  |  |  |  |  |
| May |  |  |  |  |  |  |
| June |  |  |  |  |  |  |
| July |  |  |  |  |  |  |
| August |  |  |  |  |  |  |
| September |  |  |  |  |  |  |
| October |  |  |  |  |  |  |
| November |  |  |  |  |  |  |
| December |  |  |  |  |  |  |

Name of Mentor

Signature of Mentor

With Date Signature of Head of the Department

 Seal of the Department