

**GENERAL SIR JOHN KOTELAWALA DEFENCE UNIVERSITY
APPLICATION FOR STUDY LEAVE/ OVERSEAS LEAVE
MILITARY ACADEMIC STAFF**

1. Name of Applicant :
2. Designation:
3. Department/Faculty:
4. Date of First Appointment:
5. Contact No:
- E-Mail:

6. Type of Leave required:

Sr. No.	Type of Leave
I	Study Leave Overseas <input type="checkbox"/> Local <input type="checkbox"/>
II	Personal Overseas Leave
III	Other (Please specify)

7. Purpose for which Leave is required (in detail):
(Attach relevant documents)

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8. Date of commencement and termination of leave :

From : To :

No of days: months..... years

(Full Time/ days per week)

9. Particulars of work the applicant proposes to do during period of leave.

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10. Address / Overseas Address of applicant during period of leave:
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11. Arrangements to cover applicant's duties during absence:
Teaching:
Other Work :.....

12. Whether applicant has fulfilled all obligations regarding examinations and teaching work:
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13. Follow up action that the applicant intends to take on return (if applicable)
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14. Whether expenses during leave are met by the University/applicant/or from any other source :
Give details:
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Date: Signature of the Applicant

TO BE FILLED BY THE LEAVE & AWARDS COMMITTEE:

15. Recommendations of the Head of Department
15 a. Subject areas assigned to the applicant:
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15 b. Whether arrangements to cover applicant's work during leave are satisfactory or not :
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15 c. Whether the applicant has fulfilled obligations regarding examinations and other work assigned to him/her :

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15 d. Whether the University has to bear an additional expenditure for visiting lecturers covering the applicant's work :

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15 e. Leave is recommended / not recommended.

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Date

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Signature of Head of Department

Name:

16. Recommendation and / or observations of Dean.

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Date

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Signature of Dean

Name:

17. Recommendations of Deputy Vice Chancellor (Academic)

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Date

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Signature of the DVC (Academic)

Name:

18. Observations of the Senior Assistant Registrar (Establishment).

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Signature of the SAR/Estb.

Date

Name:

19. Observations of the Registrar.

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Date

Signature of the Registrar

20. Observations of the Adjutant.

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Date

Signature of the Adjutant

21. Recommendations of Deputy Vice Chancellor (Defence & Administration)

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Date

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Signature of the DVC (Defence & Administration)

22. **Recommendation / Approval of the Vice Chancellor.**

As per the recommendations made by the HOD and Dean,
Leave is approved
(subject to approval of the Commander of the respective force/BOM/MOD)
Leave is not approved due to following reasons.

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Date

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Signature of the Vice Chancellor