

9. Particulars of leave (Section 06 above) taken:
 (Attach a separate sheet if space provided is not sufficient)

Sr. No.	Period with Dates		No of Days	Type of leave	Purpose	Place
	From	To				
I						
II						
III						
IV						
V						
VI						
VII						
VIII						
IX						
X						
XI						
XII						
XIII						

Vacation Leave balance:

Study Leave balance:

Casual Leave Balance :

Above details are true and correct

Checked by
 (Leave clerk)

Recommended by:
 Senior Assistant Registrar / Assistant Registrar

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

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11. Address / Overseas Address of applicant during period of leave:

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12. Arrangements to cover applicant's duties during absence:

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13. Whether applicant has fulfilled all obligations regarding assigned duties:

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14. Follow up action that the applicant intends to take on return (if applicable)

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15. Whether expenses during leave are met by the University/applicant/or from any other source :

Give details:

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Date:

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Signature of the Applicant

TO BE FILLED BY THE LEAVE & AWARDS COMMITTEE:

16. Recommendations of the Head of Department

16 a. Work assigned to the applicant :

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16 b. Whether arrangements to cover applicant's work during leave are satisfactory or not :

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16 c. Whether the applicant has fulfilled obligations regarding work assigned to him/her :

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

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16 e. Leave is recommended / not recommended.

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Date

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Signature of Head of Department

Name:

17. Recommendation and / or observations of Dean.

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Date

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Signature of Dean

Name:

18. Observations of Senior Assistant Registrar (Establishment).

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Date

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Signature of SAR (Estb.)

Name:

19. Observations of the Registrar.

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Date

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Signature of the Registrar

20. Recommendations of Deputy Vice Chancellor (Defence & Administration) Chairman
Leave & Awards Committee)

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Date

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Signature of the DVC (Defence & Administration)

21. **Approval of the Vice Chancellor.**

As per the recommendations made by Leave and awards committee,
Leave is approved (subject to approval of the Board of Management/ MOD)
Leave is not approved due to following reasons.

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Date

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Signature of the Vice Chancellor