



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: ..... Seminar/Conference Leave balance: .....

Casual Leave Balance : ..... Study Leave balance: .....

Above details are true and correct

Checked by .....  
(Leave clerk)

Recommended by: .....  
(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:

- (a) Teaching : .....
- (b) Other Work : .....

13. Whether applicant has fulfilled all obligations regarding examinations and teaching work:

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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 study 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:

16. Recommendations of the Head of Department

16 a. Subject areas 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 examinations and other work assigned to him/her :

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

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16 e. Leave is recommended / not recommended.

.....  
Date

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Signature of Head of Department

Name: .....

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17. Recommendation and / or observations of Dean.

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Date

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Signature of Dean

Name: .....

18. Recommendations of Deputy Vice Chancellor (Academic)

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Date

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Signature of the DVC (Academic)

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19. Observations of Senior Assistant Registrar (Establishment).

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Date

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Signature of SAR (Estb.)

Name: .....

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20. Observations of the Registrar.

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Date

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Signature of the Registrar

21. 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)

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22. **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