



**Proforma to be filled in by the employee concerned who want to avail the Special Casual Leave under O. No. 2 Clause No. 3**

1. Name: .....
2. Designation: .....
3. Centre: .....
4. School: .....
5. Purpose of seeking Leave: .....  
(Please give details about Examination etc.) .....  
.....  
with date and Place: .....
6. Whether you are invited or Deputed: .....  
(Copy of invitation/approval enclosed)
7. Period of Special Casual Leave: From ..... To .....  
No. of days.....
8. Whether Special Casual Leave needs be combined with Casual Leave?  
Yes  No   
If yes, From ..... To ..... No. of days.....
9. Whether Special Casual Leave to the extent mentioned below is needed?  
Yes  No   
If yes, please specify:
  - a) To undergo Sterilization Operation (Vasectomy or Salpingectomy) under Family Planning Programme. (Leave in this case will be restricted to 6 working days).
  - b) To undergoes Non-puerperal Sterilization by a Female teacher.   
(Leave this case will be restricted to 14 days).



गुजरात केन्द्रीय विश्वविद्यालय  
(भारत की संसद के अधिनियम सं. 25, 2009 के तहत स्थापित)

**CENTRAL UNIVERSITY OF GUJARAT**

(Established by an Act of Parliament of India, No 25 of 2009)

10. Address while on Leave: .....

11. Name and Designation of the Employee to whom the charge is given.....  
.....

12. Details of last availed Special Casual Leave: From ..... To .....  
No. of Days.....

13. The balance of Leave is ..... Days.

Dated: .....

Signature of Employee

Note:

1. In computing the ten days leave admissible, the days of actual journey, if any, to and from the places where such conference / activity takes place and holidays / Sundays falling within the period of Special Casual Leave will be excluded.
2. Faculty member should not leave station till the order sanctioning leave has been issued.

(Recommended / Not-recommended)

(Recommending Officer)

(Sanctioning Officer)

(For Office Use Only)

The Special Casual Leave applied for is admissible. After availing of the above leave, the number of Special Casual Leave to the credit of the teacher is .....

Dealing Asstt.(HR)

S.O.(Admn.)

Deputy Registrar (Admn/HR)

Registrar