



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)

Proforma

[Credit of Earned Leave of teachers who worked during vacation as per Ordinance No. 2 (5) (iii)]

To be filled up by the teachers engaged during Vacation on account of any special or general order OR

To be filled by Teachers engaged in any administrative functions like Head of Department / Dean of School etc.

Name & Designation of Teachers:				
Date of current Designation:				
Centre / School:				
Vacation	Summer Vacation in Academic Year (A)	From	To	No. of Days
	Winter Vacation in Academic Year (B)	From	To	No. of Days
Total No. of days (C) [C=(A+B)]:				
No. of days for which vacation availed during the year (D):				
Holidays and Saturday / Sunday covered under this vacation (E):				
Whether worked on such holidays etc. if yes reason for the same (F):				
Whether any kind of leave enjoyed during this period please specify (G):				
Total No. of days on duty during vacation (H) [H= C- (D+E) + F-G]:				
Details of general or Special order of a higher authority to forgo such vacation		Office order No.		
		Date:		

Note :- (1) Maximum 30 days of Earned leave may be credited in a Calendar Year. (including regular 12 EL)

Signature of the employee: - _____

Chairperson /Head of the Department: - _____

Dean/ Head of the Institutions: - _____