



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 to be filled in by the employee concerned who want to avail the Duty Leave under O. No. 2 Clause No. 4

1. Name of Employee:
2. Designation:
3. Centre:
4. School:
5. Purpose of seeking Leave:
(Please give details about Conference etc.)
.....
with date and Place
6. Whether you are invited or Deputed:
(Copy of invitation/approval enclosed)
7. Period of Duty Leave: From To
No. of days.....
8. Whether is Leave to be combined? Yes No
If so, please specify: Earned Leave Half-Pay Leave Extraordinary Leave
From ToNo. of days.....
9. Whether Leave is to be Suffix or Prefix with Vacation: Yes No
If yes, please specify: Winter Summer
10. The Duty Leave is for: India Abroad
If Abroad, please specify:
Contact details:
11. Address while on Leave:



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

13. Details of last availed Duty Leave: From To

No. of Days.....

14. The balance of Leave is Days.

Dated:

Signature of Employee

Note:

1. At no time more than 20% of the strength of teachers on rolls of a Department/ Centre shall be allowed to be absent on extraordinary leave/study leave and/or sabbatical leave.
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 Duty Leave applied for is admissible. After availing of the above leave, the number of Duty Leave to the credit of the Employee is

Dealing Asstt.(HR)

S.O.(Admn.)

AR ((Admn/HR)

DR (Admn/HR)

Registrar