



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 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).



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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.)

AR (Admn/HR)

DR (Admn/HR)

Registrar