

### 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 Dean concerned who want to avail the Special Casual Leave under Ordinance. No. 2 Clause No. 3

1.	Name:					
2.	Designation: Professor  Associate Professor					
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:					
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. A	10. Address while on Leave:						
11. N	11. Name and Designation of the Employee to whom the charge is given						
12. D	etails of last availed Special	Casual Leave:	From	. To			
			No. of Days				
13. T	he balance of Leave is	Da	ays.				
Note:							
<ol> <li>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.</li> <li>Faculty member should not leave station till the order sanctioning leave has been issued.</li> </ol>							
Signature Dated:	of Dean			Vice-Chancellor (Sanctioning Officer)			
		(For Office Use C	Only)				
-	ial Casual Leave applied for Casual Leave to the credit of t		_	eave, the number of			
Dealing A	Asstt.(HR)	Deputy Registrar (A	Admn/HR)	Registrar			