

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 Duty Leave under Ordinance. No. 2 Clause No. 4

1.	Name:			
2.	Designation: Professor Associate Professor			
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:			
7.	Period of Duty Leave: From To			
No. of days				
8.	Whether is Leave to be combined? Yes \(\square\) No \(\square\)			
	If so, please specify: Earned Leave Half-Pay Leave Extraordinary Leave			
	From			
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 Leav	ve: From T	o		
14. The balance of Leave is	Days.			
Signature of Dean Dated:		Vice-Chancellor (Sanctioning Officer		
 At no time more than 20% of the allowed to be absent on extraord Faculty member should not leave 	linary leave/study leave and/or sabb	patical leave.		
(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 Dean is				
Dealing Asstt.(HR) Dealing Asstt.	eputy Registrar (Admn/HR)	Registrar		