

झारखण्ड केन्द्रीय विश्वविद्यालय

Central University of Jharkhand

(A Central University established by an Act of Parliament of India in 2009)

Brambe, Ranchi 835205

SCL/DUTY LEAVE APPLICATION FORMAT (ACADEMIC)

Applicant's Name & Designation :			
Centre/Department :			
Leave applied for (SCL/DL) : days (from to)			
Reason/purpose of leave (supporting documents should be attached, if any) :			
.....			
If financial assistance required as per UGC Guidelines, please mention period of last duty leave availed with financial assistance (if any). :			
Station Leave requirement (Yes/No) : From to			
Address during leave :			
Charge of responsibilities viz. Dean / Head / Coordinator / Warden/etc. (if any) during the period of leave with its acceptance.			
Applicant's Sign. with Date		Recommendation of HOD with Sign.#	
LEAVE DUE Particulars (To be filled up by Estt. Section)	Due at the beginning of the calendar year	Availed during the calendar year	Balance leave due as on date of application
Duty Leave			
Special Casual Leave			
If financial assistance required, Estt. Section to mention whether eligible as per UGC Guidelines (Eligible/Not Eligible)			
Sign. of Estt. Assistant with remarks (if any)			
Sanctioned/Not Sanctioned/Referred to the Executive Council			
Sign. of Asst. Registrar with remarks (if any)		Registrar	Sanctioning Authority*
#In case of Head/Coordinator, recommendation of Dean required. *Sanctioning Authority for SCL/DL with / without financial assistance shall be the Vice Chancellor. For further remarks, if any, may use the space available overleaf.			

SANCTION OF LEAVE

To

The Sanctioning Authority has been pleased to grant leave for day/s from to with / without financial assistance (TA/DA/Regn., etc.) as per UGC Guidelines, for the purpose of

Copy to (in case of financial implication): Finance Section

Assistant Registrar