

झारखंड केन्द्रीय विश्वविद्यालय

Central University of Jharkhand

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

Brambe, Ranchi 835205

LEAVE APPLICATION FORMAT

Applicant's Name & Designation		:					
Department/Centre		:					
Leave applied for		: days (from to)					
Type of Leave (<i>Casual Leave/Special Casual Leave/RH/Duty Leave/Earned Leave/HPL/Commutated Leave/Compensatory Leave, Maternity/Paternity Leave/Child Care Leave, etc.</i>)		:					
Reason/purpose of leave:							
In case of Duty Leave, if financial assistance required as per UGC Guidelines, please give period of last duty leave availed with financial assistance (if any).		:					
Station Leave requirement (Yes/No)		: (from to)					
Address during leave		:					
Charge of admin. responsibilities viz. Dean/ Head/ Coordinator/ Warden/etc. (if any) during the period of leave given with its acceptance.		:					
* If Duty Leave/HPL/Commutated Leave/Maternity/Paternity leave & such other leave (if any), supporting documents should be attached.							
Applicant's Sign. with Date		Recommendation of HOD with Sign.#					
LEAVE DUE Particulars (To be filled up by Estt. Section)		Casual Leave	Special Casual Leave	Duty Leave	Earned Leave	HPL/ Commutated Leave	Others
a) Due at the beginning of the calendar year							
b) Availed during the calendar year							
c) Balance leave due as on date of application							
In case of Duty Leave, if financial assistance required, to mention by Estt. Section whether eligible as per UGC Guidelines (Yes/No)		:					
		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 CL/RH for teaching employees incl. Lab. Staff, concerned HOD shall be the Sanctioning Authority and such applications should be disposed of by him/her only and kept with the Centre. *For further remarks, if required, pl. use the space available overleaf.							
*Sanctioning Authority for SCL(academic)/DL with financial assistance shall be Vice Chancellor & for rest of the leaves-Registrar except#.							

SANCTION OF LEAVE

The Sanctioning Authority has been pleased to grant leave for days from to with/without financial assistance as per UGC Guidelines for the purpose of (in case of Duty Leave)

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

Assistant Registrar