



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
Sec. 16-C, Dwarka, New Delhi

F.: Misc./Estt./P-I / 6100

Circular

Dated the 10th Oct., 2017

Sub: Proforma of Application for grant of Duty leave

Kindly find attached herewith the Proforma of "Application for grant of duty leave" to the faculty members of University Schools of Studies of the University, admissible as per applicable Duty leave Rules in the University.

This issues with the approval of the Competent Authority.


(Sunita Shiva)
Joint Registrar (Pers.)


Encls:- As above

F.: Misc./Estt./P-I

Dated the 10th Oct., 2017

Copy forwarded to the following for information and necessary action :

1. All Deans/Director, GGS Indraprastha University with the request to kindly circulate the same in the Concerned School.
2. COF, GGS Indraprastha University.
3. A.R. to the Hon'ble Vice Chancellor, GGS Indraprastha University.
4. S.O. to the Pro Vice Chancellor, GGS Indraprastha University.
5. A.R. to Registrar, GGS Indraprastha University.
- ✓ 6. Head, UITS- for uploading on the University's website.
7. All Dealing Assistant (Pers-I).
6. Guard file.


(Pushendra Kumar)
Asstt. Registrar (Personnel-I)



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
Sec. 16-C, Dwarka, New Delhi

APPLICATION FOR GRANT OF DUTY LEAVE

1. Name of applicant :
2. Designation with pay scale :
3. School of posting :
4. Period of duty leave applied for
(with total number of actual working days) :
5. Saturday/Sundays and other holidays, if any,
proposed to be prefixed/Suffixed to leave :
6. Vacation required to be prefixed/suffixed :
7. Purpose for which duty leave is applied for
[(Enclose the concerned document (s))] :
8. Details of duty leave,
Last availed, dates & period :

Signature of Applicant
(with date)

9. Remarks and/or recommendations of
the Dean/Head of the School

Signature (with date)
Designation

10. CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE

Certified that duty leave for _____ (period) from _____ to _____ is/are
admissible under applicable Leave Rules.

- Duty Leave permissible in an year :-
- Already availed by the officer till date :-
- Applied for :-
- Balance Duty leave :-

Dated:

DA

AR(P-I)

Jt. Registrar (Estt.)

11. Orders of the authority competent to grant leave

- Leave granted/not granted
- *Prefixing or suffixing of vacation
allowed/not allowed/ not applicable*

Sanctioning Authority