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).

(Pushpendra 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

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

Signature of Applicant (with date)

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