

LEAVE APPLICATION FOR FACULTY

Date- ____ / ____ / ____

Earned Leave		Casual Leave		On Duty Leave	
Special Casual Leave		Commuted Leave		Station Leave	
Restricted Holiday		Leave Not Due (LND)		Others (Specify)	

1. Name:		2. Designation:	
3. Department:		4. PF. No.:	
5. Leave Summary			
Type of Leave	From	To	No. of days
Total No. of days applied for			
In case of Holidays	Prefix Date		Suffix Date
6. Purpose of leave:		Contact No:	
7. Address during leave of absence:			
8. Charge/Officiating arrangement during leave of absence:	Position holding	Name	Signature officiating Staff
9. Arrangement of classes during leave	Name of the faculty		Signature

The leave availability must be ascertained from the Google sheet shared to the applicant and to fill up the table as under			
Leave available as on date of leave application	No. of days leave sought	No. of days leave available after availing leave	Sign. of Applicant with date

Please see overleaf for leave sanctioning authority and important instructions.

Forwarded	Recommended	Approved as per rules
FIC/HoD	DoFA	Director
For Office use by Office of the Faculty Affairs		
Verified and entered in SB/ Leave Records		
	Dealing Assistant	Assistant Registrar

Leave Sanctioning Authority as per Delegation of Authority (Administrative) approved in the 2019-3/10th BoG meeting held on October 19, 2019					
	Casual Leave	Special Casual Leave	VL, EL, HPL, EOL – Not exceeding 180 days	Maternity Leave, Hospital/Commuted Leave-Not exceeding 180 days	EOL Exceeding 180 days / Sabbatical Leave / Leave for Foreign Travel / Foreign Services
Deputy Director, Deans, Registrar and HoD	Director	Director	Director	Director	Director
Faculty and Staff in Departments	Head of Department	DoFA	DoFA	DoFA	Director, on the Recommendation of HoD, DoFA and Dy. Director

Important Instructions:

1. The applicant has to ascertain the leave availability from the Google sheet shared with him/her before applying for leave. The leave availability shall also be entered by the applicant in the leave request.
2. The applicant shall arrange to get the leave approved from the appropriate leave sanctioning authority before proceeding on leave.
3. The leave application duly completed in all respect required to be submitted to the office of the Dean, Faculty Affairs.
