



UNIVERSITY OF JAMMU

LEAVE APPLICATION FOR TEACHERS (DUTY LEAVE / DEPUTATION)

PART (I)

1	Name of the Faculty Member			
2	Designation:	Department:		
3	Pay Scale:			
4	Nature of Leave Applied for	Duty Leave Deputation		
5	Period of Leave Applied for/ Date from	From	to	For _____ days
6	Ground on which Duty Leave/Deputation is applied for (Please tick on the relevant grounds and enclose a copy of invitation/ testimonials)			
	i. Attending Orientation Programme, Refresher Course, Research Methodology Workshop, Faculty Induction Programme, Conference, Congresses, Symposia and Seminar, as a delegate nominated by the University or with the permission of the University/College			
	ii. Delivering lectures in Institutions and Universities at the invitation of such Institutions or Universities received by the University and accepted by the Vice-Chancellor/DAA			
	iii. Working in another Indian or Foreign University, any other agency, Institution or Organization, when so deputed by the University			
	iv. Participating in a delegation or working on a committee appointed by the Central Govt., State Govt., the UGC, a sister University or any other Academic body			
	v. For performing any other duty for the University. (Please Specify)			
	vi. For attending meetings in the UGC, DST, etc. where a teacher is invited to share expertise with Academic bodies, Government or NGO.			
	vii. To conduct examination of University/ Public Service Commission/ Board of examination or other similar Bodies/ Institutions			
	viii. To inspect Academic Institutions attached to a statutory board, etc.			
7	Place of visit during the Duty Leave/ Deputation Period			
8	Details of Travel			
	Date & Time	Departure	Arrival	Mode of Travel
9	Financial assistance required, if any; TA Rs. _____ DA Rs. _____ Registration fees _____ Budget Head out of which financial assistance is to be debited for the purpose			
10	Certified that I have/have not availed financial assistance from the office of the DAA for attending National/International Seminar/Conference/ Workshop etc. during the last One/Three financial years			
	Date	Signature of Applicant		Contact No:



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Part (II)

11. Recommendations of the DAC of the concerned Department

1. 2. 3. 4. 5.

12. Teaching arrangement made for the ongoing semesters during the leave period of the concerned Teacher

13. Recommendations of the Head of the Department _____

14. Signature of the Head of the Department with Seal _____

Part (III)

15. Duty leave w.e.f. _____ to _____ for a period of _____ days sanctioned in favour of

Head Assistant

Assistant Registrar

Joint Registrar

Dean Academic Affairs