## FORM-A: PANJAB UNIVERSITY, CHANDIGARH

Part-A: Application form for grant of following kinds of leave as admissible to <u>TEACHERS</u> under the rules.

	Casual Leave (2) Special Academic Leave Duty Leave (5) Station Leave (6) Earn		Casual Leave Commuted Le	eave/Half pay leave
1.	Name:			
2.	Designation:			
3.	Department:			
4.	Leave Applied for:			
5.	Nature of assignment:			
6.	Place of visit (with address):			
7.	Dates and days for leave:	Date from	Date to	Number of days
8.	Leaves availed so far:			
9.	Remunerative/Non-remunerative:			
10.	Source/s of TA/DA:			
11. *Teaching Arrangements: (Name of the teacher who will take class during leave period)				
*(1) In case of medical leave, it is Not Applicable.  *(2) Also Not Applicable, if leave is up to <i>Three</i> working days, for all other kind of leaves.  It is understood that the syllabi of the subject/s allotted to me will be completed well within the stipulated time, notwithstanding the leave availed.				
Dated:	Dated: Chairperson/Director/Coordinator (Signature of the applican			
Part-B: For use by the Chairman/Head of Deptt.		Part-C: Office of the DUI  1. (a) Kind of leave applied for		
This is to certify that the statements given in items 7 & 8 are correct.		(b) Leave admissible		
Forwarded and recommended		2. No. of days for which this kind of leave has been previously availed		
Remarl	ks if any	Dealing Clerk	Astt.	Astt. Registrar
Dated:	Chairperson/Head With Seal	Order/Recomm.	of DUI	. 6
Submitted to the DUI for orders.		Dated:		Sign. of DUI
Subinit	ica to the DOI for orders.	Submitted to V.C	C. for orders.	

VICE-CHANCELLOR'S OFFICE (For orders of the Vice-Chancellor)

Dated:

Note: for instructions, please see overleaf.

## **Instructions:**

The application is to be addressed:

- 1. Casual Leave, to the Chairperson/ DUI as the case may be.
- 2. Duty Leave within India (up to five days), to the D.U.I.
- 3. All kind of leaves of the Chairperson/Director/Coordinators to the D.U.I.
- 4. Duty Leave (beyond five days within India)/ Special Academic Leave/ Earned leave / Medical Commuted Leave /Half Pay Leave / any other kind of leave for visiting abroad, to the Vice Chancellor, through Deputy Registrar(Estt.).