

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.).