

LEAVE APPLICATION FOR NON-TEACHING STAFF

Date-

Casual Leave		Restricted Holiday		On Duty	
Earned Leave		Commuted Leave		Others (Specify)	
Half Pay Leave		Leave Not Due (LND)		Station Leave	
Remarks, if any:					

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	Type of Leave	Prefixing Date	Suffixing Date
6. Purpose of leave:			Contact No:
7. Address during leave of absence:			
8. Charge/Officiating arrangement during leave of absence:	Position holding	Name	Sign. of officiating Staff

The leave applicant has to fill up the table as per Google sheet shared to him/her.			
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
Section-in-Charge/ AR/ DR	Sr. AR/ DR/ HoD/ Registrar	In-charge of Unit* / DR / HoD / Registrar /

*In-charge of unit – should not be less than the post of AR

For Office Use (NT Establishment Section) Verified and entered in SB/ Leave Records	
Office Assistant	Sr. AR

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/Com muted 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
Heads of Sections	Registrar / Dy. Director/ DoFA	Registrar / Dy. Director/ DoFA	Registrar / Dy. Director	Registrar / Dy. Director/ DoFA	Director
Faculty and Staff in Departments	Head of Department	DoFA	DoFA	DoFA	Director, on the Recommendation of HoD, DoFA and Dy. Director
Staff working in section not further subdivided into Units, In-charge of Units	Head of Section	Registrar	Registrar (for Gr-A) Dy Registrar (for Gr-B & C)	Registrar (for Gr-A) Dy Registrar (for Gr-B & C)	--
Staff working in Units	In-charge of Unit	Registrar	Registrar (for Gr-A) Dy Registrar (for Gr-B & C)	Registrar (for Gr-A) Dy Registrar (for Gr-B & C)	--
All Other Group 'A' Staff	Registrar	Registrar	Registrar	Registrar	Director on the Recommendation of HoD/HoS, Registrar and Dy. Director/DoFA
Group 'B' and 'C' Staff	Dy. Registrar	Registrar	Dy. Registrar	Dy. Registrar	

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/ Establishment Section (Registrar's Office).
