



दक्षिण बिहार केन्द्रीय विश्वविद्यालय CENTRAL UNIVERSITY OF SOUTH BIHAR

Atti-3, Gaya-Patna Highway, Village - Kharke, Patna - 800 009
Pin - 800 009, District - Gaya (Bihar) Phn-9242136

DUTY LEAVE APPLICATION FORM

- Name of the Applicant :
- Designation :
- Name of the Department :
- Period of Duty leave applied for : From to (Total Duty leave days)
- Total duty leave availed during current year :
- Dation leave, if applicable : From to
- Reason of leave :
- Address during duty leave :
Contact No.
- Saturday / Sunday / any Holiday, if any supposed to be profited / suffered by duty leave
- Alternate arrangements for responsibility during absence

(Signature of alternate person)

Signature of Applicant

Forwarding with comments of the (Dean HOD / HOD (JC)) with arrangement for teaching & other responsibility

Dean / HOD / HOD (JC)

Remarks / Recommendation of Teacher Deputation Committee (TDC) may be furnished / Not furnished

Signature of Chairperson
Teacher Deputation Committee (TDC)

FOR USE OF ESTABLISHMENT SECTION

- Days Duty leave availed
- After deduction of absence leave days are available at credit of the applicant.
- The Duty leave for days from to may please be sanctioned and sanctioned

Existing Assistant

Section Officer/Assistant Registrar

Deputy Registrar

Registrar

Approved / Not-Approved
Vice-Chancellor