



दक्षिण बिहार केन्द्रीय विश्वविद्यालय CENTRAL UNIVERSITY OF SOUTH BIHAR

SH-7, Gaya-Panchanpur Road, Village : Karhara, Post: Fatehpur
P.S : Tekari, District : Gaya (Bihar) Pin-824236

DUTY LEAVE APPLICATION FORM

1. Name of the Applicant :
2. Designation :
3. Name of the Department :
4. Period of Duty leave applied for : From..... to.....(Total Duty leave days.....)
5. Total duty leave availed during current year :
6. Station leave; if applicable : From..... to
7. Reason of leave :
8. Address during duty leave :
-Contact No.
9. Saturday / Sunday / any Holiday, if any supposed to be prefixed / suffixed to duty leave.....
10. Alternate arrangements for responsibility during absence.....

.....
(Signature of alternate person)

.....
Signatur of Applicant

Forwarding with comments of the Dean/ HoD / HoD (I/C) with arrangement for teaching & other responsibility

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Dean / HoD / HoD (I/C)

Remarks / Recommendation of Teacher Deputation committee (TDC) may be Sanctioned / Not Sanctioned

.....
Signature of Chairperson
Teacher Deputation Committee (TDC)

FOR USE OF ESTABLISHMENT SECTION

1. Days Duty leave as on
2. After deduction of above leave days are available at credit of the applicant.
3. The Duty leave fordays from to may please be considered and sanctioned.

Dealing Assistant

Section Officer/Assistant Registrar

Deputy Registrar

Registrar

Approved / Not-Approved
Vice-Chancellor