



GURUCHARAN UNIVERSITY

SILCHAR, CACHAR : ASSAM

গুরুচরণ বিশ্ববিদ্যালয়

শিলচর, কাছাড় : আসাম

A State University established by upgrading Gurucharan College under Assam Act No. LVII of 2023

Dated

APPLICATION FOR LEAVE OR EXTENSION OF LEAVE FOR TEACHING FACULTIES

(Earned Leave/ Child Care Leave/Maternity Leave/without station leave permission)

1	Name of Applicant	
2	Post held	
3	Name of the Department	
4	Pay (Basic Pay)	
5	House Rent & Other Compensatory Allowances drawn in the present post	
6	Nature & Period of Leave applied for & Date from which required	
7	Sundays & holidays, if any, are proposed to be prefixed/suffixed to leave	
8	Grounds on which leave is applied for	
9	Date of return from last leave & the Nature & Period of the leave	
10	I propose/do not propose to avail myself of Leave Travel Concession for the Block Year	
11	Full address of the station (including State) during the leave period, along with contact details	

Signature of the applicant with date

12. Certified that no Evaluation/Examination work is pending against him/her. Leave as applied for may be granted.

Remarks of PVC

Signature of Dean of School/HOD with Seal

CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE

Certified that _____ (nature of leave) for _____ (period) from _____ to _____ is admissible under Ordinance 28/UGC Regulations and decisions there under & as amended in respect of the teachers.

Signature (with date) of the Registrar

Orders of the Vice Chancellor

LEAVE GRANTED/LEAVE NOT GRANTED

Vice Chancellor