



No.MANUU/ER-1(B)/F.110/2018-19/1662

28th February, 2019

CIRCULAR

Of late, it has been noticed that many faculty members are applying Duty Leaves/Special Casual Leaves by ignoring the 10 days stipulation fixed by the University vide Circular dated 03.09.2013 for attending the Seminars, Conferences, Meetings etc. The faculty members are vigorously pursuing their requests and pressing hard to process their applications. The Competent Authority of the University viewed this matter very seriously.

The Deans of Schools and the Heads of the Departments/Institutions are, therefore, requested to forward only the applications of those faculty members who apply Duty Leave, Special Casual Leave 10 days in advance before commencement of the Leave and they should not forward the Leave applications who do not fulfill the above criteria otherwise their applications will be summarily rejected. Exceptional cases shall be considered by the University subject to full justification by the Teacher concerned. In case where Teacher could not apply for Duty Leave/Special Casual Leave on time, he or she may apply for regular leave for their academic pursuits.

All the Deans of Schools and the Heads of the Departments / Institutions are requested to strictly adhere to the instructions of the University Authorities while forwarding the applications of Duty Leaves / Special Casual Leaves of their faculty members. As far as possible, application should be restricted for Duty Leave to visit hometown of the Teacher concerned.

A copy of revised Duty Leave/Special Casual Leave application form is enclosed.

This issue with due approval of the Competent Authority.


28/2/19
REGISTRAR

Copy to:

- i. All the Deans of Schools of Studies
- ii. All Heads of Departments/Institutions/CTE's (Teaching) -- (for favour of circulation among the faculty members of the Dept./Centres)
- iii. Office of the Vice-Chancellor/Registrar
- iv. President - MANUUTA
- v. Director CIT for uploading on the University Website
- vi. Concerned file



APPLICATION FOR GRANT OF DUTY LEAVE /SPECIAL CASUAL LEAVE

1.	Name of the Teacher	
2.	Designation	
3.	Department/Centre/Institution	
4.	Mobile/Email address	
5.	Name of the University/Institution/ Organization with address conducting the Seminar/Workshop/ Programme etc., (Copy of Invitation/letter to be enclosed)	
6.	Dates of Seminar/Conference/Workshops/ Symposium / Programmes, etc.,	Number of days () From..... To.....
7.	Place of Visit	
8.	Home Town of Teacher declared	
9.	No. of Duty Leave/Special Casual Leave required (Please include journey days, if needed)	Duty leave/Special casual leave From..... To.....
10.	Mode of travel (Air/Train/Bus, etc.,)	
11.	Any Casual Leave (CL) / Restricted Holiday (RH) Prefixing/ Suffixing the dates of the Seminar/ Conference etc., is applied (If yes. please give details)	

Note: (1) Copy of Invitation letter shall be enclosed while applying for DL/Spl.C.L.

(2) Joining duty report along with participation certificate duly forwarded by the Head of the Department shall be submitted upon resuming duty.

Date:

Signature of the faculty:

Recommendations of the Forwarding Authority

Recommended /Not Recommended

Signature with Designation & Date:

For Office use:

1. Duty Leave/Special Casual Leave at the credit of the faculty during the current academic year : _____
2. Number of days applied : _____
3. Balance/available : _____

Dealing Assistant