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10582/DE  
13-11-19

FORM-A: PANJAB UNIVERSITY, CHANDIGARH

Part-A: Application form for grant of following kinds of leave as admissible to TEACHERS under the rules.

- (1) Casual Leave    ~~(2) Special Academic Leave~~    (3) Special Casual Leave
- (4) Duty Leave    (5) Station Leave    (6) Earned Leave/Medical Commuted Leave/Half pay leave

1. Name: MAHESH SHARMA

2. Designation: PROFESSOR & Chairperson (officiating)

3. Department: DEP-MDRC

4. Leave Applied for: BOS meeting

5. Nature of assignment: HPU - Simla - 5

6. Place of visit (with address): HPU, Dept of History, Simla H'U, India

7. Dates and days for leave:

Date from	Date to	Number of days
15-11-19	15-11-19	One day

with regular leave from 15.6.17-11-2018

8. Leaves availed so far: \_\_\_\_\_

9. Remunerative/Non-remunerative: \_\_\_\_\_

10. Source/s of TA/DA: \_\_\_\_\_

11. \*Teaching Arrangements: (Name of the teacher who will take class during leave period)

Name... Dr. Rajesh Chandra ...Signature... [Signature]

\*(1) In case of medical leave, it is Not Applicable.

\*(2) Also Not Applicable, if leave is up to **Three** working days, for all other kind of leaves.

It is understood that the syllabi of the subject/s allotted to me will be completed well within the stipulated time, notwithstanding the leave availed.

Dated: \_\_\_\_\_ Chairperson/Director/Coordinator

(Signature of the applicant)

Chairperson  
Dept. of Evening Studies-MDRC

Panjab University

Chandigarh

<p><b>Part-B: For use by the Chairman/Head of Deptt.</b></p> <p>This is to certify that the statements given in items 7 &amp; 8 are correct.</p> <p>Forwarded and recommended Remarks if any _____</p> <p>Dated: _____ Chairperson/Head With Seal</p> <p>Submitted to the DUI for orders.</p>	<p><b>Part-C: Office of the DUI</b></p> <p>1. (a) Kind of leave applied for _____</p> <p>(b) Leave admissible _____</p> <p>2. No. of days for which this kind of leave has been previously availed _____</p> <p>Dealing Clerk      Astd.      Astdt.    Registrar</p> <p>Order/Recomm. of DUI</p> <p>Dated: _____      Sign. of DUI</p> <p>Submitted to V.C. for orders.</p>
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VICE-CHANCELLOR'S OFFICE  
(For orders of the Vice-Chancellor)

Dated: \_\_\_\_\_

Note: for instructions, please see overleaf.

In my absence the department day to day functioning will be handled by Prof. Neeraj Jain & DEP-MDRC

[Signature]  
13/11/19

Chairperson  
Dept. of Evening Studies-MDRC  
Panjab University