

# APPLICATION FORM FOR STUDY LEAVE

## A

1. Name of Applicant .....
2. Present Designation .....
3. College in which working .....
4. (a) Date of first appointment .....
- (b) Date of first appointment from which he/she is continuously serving in the college .....
- (c) Date of Confirmation .....
- (d) Date of promotion to the present post .....
5. Educational Qualifications .....
6. (a) Married/Unmarried .....
- (b) No. of dependents (state nature of relationship in each case) .....
7. Present Pay .....
8. (a) Period for which leave is required .....
- (b) Approximate date of availing of the leave, if granted .....
9. \*State whether leave is required: .....
- (a) With pay and maintenance allowance .....
- (b) With pay only .....
- (c) With maintenance allowance .....
- (d) Without pay and without maintenance allowance .....
10. University/Institution proposed to join: .....
- (a) State .....
- (b) Country .....
- (c) N.B.:-(Enclose copy of letter(s) relating to the offer of admission)

(P.T.O.)

11. (a) Purpose for which leave is required, viz  
Whether for higher studies or research work .....

(b) Subject or branch of study which is  
proposed to be studies .....

12.(a) The nature and the amount of any Scholarship,  
Fellowship, or other financial aid, including  
travel grant if any, Obtained or promised.  
{Enclose copy of the relevant document(s)}  
(It shall be the duty of the persons granted  
study leave to communicate to the College  
immediately and financial aid actually offered  
and received by him during his leave from any  
persons or institution whatsoever) .....

**B**

(b) If the Scholarship, Fellowship or financial  
assistance has been sought or obtained  
direct from a Foreign Mission/Foundation/  
Government / Organization, it may be stated  
as to whether the approval of the Government  
of India has been obtained for its acceptance.

13. Whether study leave was granted previously, if so  
the conditions of grant and the period for the same  
with other details may be indicated.

14. Whether willing to execute a bond for serving the  
College on return for a period as may be asked for  
by College.

Date .....200

**Signature of the applicant**

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**TO BE FILLED BY THE COLLEGE OFFICE**

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College**	Name of Teacher Already on Study Leave (with or without pay) on Extra-Ordinary Leave	Total No. of permanent teachers in College	Probable date of Rejoining of the teachers Already on Study Leave & Extra-Ordinary Leave	Proposal Regarding Teaching Arrangement if Leave Recommended	Whether the University Head of the Deptt. concerned has approved of the Field of Advanced studies for which study Leave is sought and has Recommended Study Leave, taking into Account other Relevant Matters
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Recommendations of the Principal of the College with Endorsement of Statement made under (A) and (B).

Date .....200

**Signature of the Principal**

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**RECOMMENDATION OF THE HEAD OF THE DEPARTMENT**

Date.....200

SIGNATURE OF THE  
HEAD OF THE DEPARTMENT

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\* Strike off that which is not relevant and initial.

\*\* In order to determine the limit of 10% of the total No. of permanent teachers who could be on Study Leave, teachers on Study Leave with or without pay should be counted.

\*\*\* The College should obtained the recommendation of the University Head of the Department concerned before forwarding the application.