

Performa for Grant of Study Leave

1. Name of the applicant: \_\_\_\_\_
2. Designation: \_\_\_\_\_ 3. Department \_\_\_\_\_
4. Date of appointment: \_\_\_\_\_ 5. Date of confirmation \_\_\_\_\_
6. Length of service as on date of application: \_\_\_\_\_ Year \_\_\_\_\_ Month \_\_\_\_\_ Days \_\_\_\_\_  
with break \_\_\_\_\_ without break \_\_\_\_\_
7. Purpose for which Study Leave is required Ph.D. / M/Phil/others \_\_\_\_\_
8. Name of University/ Institute where enrolled and recognised for study: \_\_\_\_\_  
\_\_\_\_\_
9. Copy of rules regarding Ph.D./M.Phil/ of the University/ Institution where  
Registered: \_\_\_\_\_
10. Mode of Study: Full time/ Part time \_\_\_\_\_
11. Is option available for part time study without taking leave to pursue the Ph.D. programme? \_\_\_\_\_
12. Have you availed any study leave before? \_\_\_\_\_
13. If yes, Duration of study leave availed: \_\_\_\_\_
14. Have you been granted any scholarship/stipend/JRF for the proposed study \_\_\_\_\_
15. If yes, the amount of Scholarship \_\_\_\_\_
16. Date of commencement of proposed Study Leave \_\_\_\_\_
17. Period of Study Leave applied \_\_\_\_\_
18. State whether leave is required:  
(a) Without pay (b) Half pay (c) Full pay \_\_\_\_\_
19. Justification of need for Study Leave (attach separate sheet, if necessary) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
20. How the study will contribute to the growth of the Institution/ College. (attach separate sheet, if  
necessary) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
21. Date of permission granted by the College for registration of Ph.D. \_\_\_\_\_

(Signature of the applicant)

(Dated)

(Office use only)

1. Total number of application (s) for Study leave Department wise \_\_\_\_\_.
  2. Whether applicant has taken Study Leave before or not?: \_\_\_\_\_.  
If yes, the period and length of leave \_\_\_\_\_.
  3. Nature of job (Temporary/Permanent/ Adhoc)\_\_\_\_\_.
  4. Number of teaching staff who can be granted leave in -department\_\_\_\_\_.
  5. Number of staff who are already on Study Leave in department concerned & in College \_\_\_\_\_.
  6. Whether applicant is getting any scholarship or not, if YES the amount of scholarship/stipend:\_\_\_\_\_.
  7. If the applicant will be allowed to draw pay & allowance, amount of pay & allowance to be allowed.\_\_\_\_\_.
  8. Whether university/ Institution where the applicant will study is approved by U.G.C. or not:\_\_\_\_\_.
  9. Whether university/Institution where applicant enrolled /registered allow part-time or full-time study:\_\_\_\_\_.
  10. Has the applicant taken prior permission from the College for the study or not?\_\_\_\_\_.
  11. Break in service, if any:\_\_\_\_\_.
  12. Period of study leave as per rules:\_\_\_\_\_.
  13. Date of retirement:\_\_\_\_\_.
- (As per rules of the University of Delhi at page no. 20 sr. no. (3) "Study leave shall not be granted to a teacher who is due to retire within three years of the date on which he/she is expected to return to duty after the expiry of Study Leave" (as per rule).
14. Any other information.

Leave Advisory Committee

1. Study Leave recommended/ not recommended:\_\_\_\_\_.
2. Period of study leave recommended:\_\_\_\_\_.
3. Any other condition/suggestion:\_\_\_\_\_.

(\_\_\_\_\_)

(\_\_\_\_\_)

(\_\_\_\_\_)