

**ADITI MAHAVIDYALAYA  
(UNIVERSITY OF DELHI)  
AUCHANDI ROAD, BAWANA  
DELHI -110039**

**APPLICATION FOR STUDY LEAVE**

1. Name of the applicant in full : \_\_\_\_\_
2. Name as Contracted : \_\_\_\_\_
3. Designation (Present) : \_\_\_\_\_
4. Department in which currently working : \_\_\_\_\_
5. (a) Date of first appointment : \_\_\_\_\_
- (b) Date of appointment from which continuously : \_\_\_\_\_  
        Serving the college
- (c) Date of confirmation : \_\_\_\_\_
- (d) Date of promotion to the present post : \_\_\_\_\_
6. Educational qualification : \_\_\_\_\_
7. (a) Married /Unmarried : \_\_\_\_\_
- (b) No. of dependents ( State Nature of : \_\_\_\_\_  
        Relationship in each case)
8. Present Pay : \_\_\_\_\_
9. Period for which study leave is required : \_\_\_\_\_
10. Approximate date of availing of the leave , : \_\_\_\_\_  
    If granted
11. State whether leave is required : \_\_\_\_\_

- (a) With pay and maintaince allowances : \_\_\_\_\_
- (b) With pay only : \_\_\_\_\_
- (c) With maintaince allowances only : \_\_\_\_\_
- (d) Without pay and without maintaince Allowances : \_\_\_\_\_
12. University /Institution proposed to join : \_\_\_\_\_
- (a) State : \_\_\_\_\_
- (b) Country : \_\_\_\_\_
13. (a) Purpose for which study leave is Required, viz. Whether for higher studies Or research work. : \_\_\_\_\_
- (b) Subject branch of study/or research work, Proposed to pursue : \_\_\_\_\_
- (c) Research work done if any ; (to be shown in Detail in a separate sheet) : \_\_\_\_\_
14. (a) The nature and amount of any scholarship/ Fellowship or any other financial aid, including Travel grants. If any obtained or promised , give Details with papers in original or copies thereof. : \_\_\_\_\_
- (b)if any Scholarship/fellowship or financial assistance : \_\_\_\_\_  
Has been sought or obtained direct from a foreign Mission/foundation/Govt. or India has been obtained For its acceptance.
15. Whether Study Leave was granted previously, if So the conditions of grant and the period of same May be indicated : \_\_\_\_\_
16. Whether any Extra Ordinary Leave without pay was Granted previously for any, teaching or research Assignment in or outside India : \_\_\_\_\_

**Dated : .....**

**Signature**

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**TO BE FILLED IN BY THE HEAD OF THE INSTITUTION**

<b>Name of Department</b>	<b>Name of teachers already on Study Leave and/or on Extra Ordinary Leave for purpose of Study and / or Research</b>	<b>Probable date of the re-joining of the teachers already on Study Leave</b>	<b>Proposals regarding teaching arrangement if leave recommended</b>	<b>Remarks</b>

**Recommendations of the Head of the Institutions**

**Dated :**

**Signature of the Head of the Institution**

