



অসম বিশ্ববিদ্যালয় সিলচর
ASSAM UNIVERSITY SILCHAR

Request for grant of Duty Leave with/without Station Leave & Release Order to attend Refresher Course/ Orientation Programme/ Equivalent Course/Short Term Course/Training Programme

1. Name of the applicant : _____
2. Present Designation : _____
3. Present Academic Grade Pay : _____
4. Name of the Institute where selected for participation in Refresher/Orientation/Equivalent Programme (Enclose copy of the invitation letter as proof):

5. Duration of the Programme :
No. of days : _____ From : _____ to : _____
6. Period of Duty Leave (including station leave, if required) :
No. of days : _____ From : _____ to : _____
7. Journey period (in case the venue of the programme is outside the headquarters) :
 - a) Starting date of journey : From _____ to _____
 - b) Return journey : From _____ to _____
 - c) Mode of travel (in details with date): _____

Declaration

I hereby declare that all the statements made in this application form are true. I undertake that the academic assignments allotted shall be completed by me or, otherwise shall make alternative arrangements.

Full signature of the applicant with date

Recommendation

Applicant concerned may be granted Duty Leave/Duty Leave alongwith Station Leave/ Station Leave permission (if fall under summer/puja vacation) for participation in the above mentioned programme. Arrangement of Theory/Practical will be made / will not be required as it fall within the vacation period.

Signature of Dean of School
(with date and Seal)
Memo No.

Signature of the Head
(with date and Seal)
Memo No.

NB : The applicant must fill up the form and should enclose all relevant and required papers/forms etc. alongwith the application in systematic manner and submit through proper channel. Further, it may be noted that Leave without Due order/Overstayal of Leave is considered as unauthorised and shall be dealt as per CCS rule.