



অসম বিশ্ববিদ্যালয় সিলচর  
ASSAM UNIVERSITY SILCHAR

**Application Form for CL/SCL/Duty Leave with/without Station Leave Permission**

1. Name :
2. Designation :
3. Name of the Department :
4. Nature of Leave :
5. Begin Date :
6. Leave End Date :
7. Duration (days) :
8. Reason :
9. Station Leaving Permission required : Yes/No
10. Station Leave From (Date) :
11. Station Leave To (Date) :
12. Station Leave From (Place) :
13. Station Leave To (Place) :
14. Date of return from previous leave :

Date:

Signature of the applicant with date

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Recommendation of the HOD

Date:

Signature of the HOD with date

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**Sanctioned/Not Sanctioned**

Date:

Signature of the Dean with date

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**Note: i) Duty Leave should be counted inclusive of the journey period. Relevant documents should be attached with the application**

**ii) Station Leave shall be sanctioned by appropriate authority as per office order notified vide no120/01/2015/Estt- dated 19.06.2018. Copy of the sanction order by Dean shall be provided to the office of the Registrar for record.**



असम विश्वविद्यालय  
(एक केन्द्रीय विश्वविद्यालय)  
सिलचर 788011  
असम, भारत

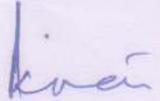
ASSAM UNIVERSITY  
(A Central University)  
Silchar 788011  
Assam, India

## ORDER

In supersession of the office orders vide no. 113/102/2010-Estt Vol-II dated 12/5/2014, No. AUR/21-1/2015 dated 4/3/2015, No. 120/01/2015-Estt/8241-8301 dated 22/12/2017 and No. 120/01/2015-Estt/7815-85 dated 13/2/2018 the delegation of power to sanction station leave permission to all teaching staff of this University are as follows:

Sl. No.	No. of days of station leave permission	PVCs	Deans	HODs/Professors/ Associate Professors/ Asstt Professors
1.	For less than 7 days within the country	VC-full power	VC-full power	Dean-full power on forwarding and recommendation by the HOD
2.	For 7 days or more within the country	VC-full power	VC-full power	VC-full power
3.	For visiting abroad irrespective of no. of days	VC-full power	VC-full power	VC-full power

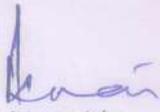
The contents of the earlier order will remain unchanged. Photocopy of sanction order of station leave permission by Dean to be sent to administrative office for record.

  
Registrar i/c

No. 120/01/2015-Estt/ 11495-11555  
Copy to:

Date: 19 June 2018

1. PS to VC for kind information of the Vice Chancellor
2. Pro Vice Chancellor, AU Diphu Campus
3. All Deans of Schools for information and necessary action
4. All HODs with a request to circulate among all the faculty members of the department
5. All Statutory Officers for information
6. Director, Computer Centre for uploading the order in the University Website
7. Leave file

  
Registrar i/c