



Indira Gandhi National Tribal University
Amarkantak, MP
(A Central University established by an Act of Parliament)

LEAVE APPLICATION FORM
(For Leaves other than CL/ RH/ DL)

- 1. Name of the Employee :
2. Designation : Department:
3. Nature of Leave : Number of Leave Days
(Pl specify the nature of leave such as EL, HPL, DL etc)
4. Date of Leave : From To
5. Prefix / Suffix / Holidays (If any) : Prefix Suffix
6. Proposes to avail LTC : Yes / No
7. Reasons for taking leave: & Address while on Leave with contact number
8. The following official has agreed to discharge my duties in my absence : From to
(i) Name (ii) Designation (Signature of official agreed to discharge the responsibility)

Date:

Signature of applicant

(For Office Use)

Forwarded by Concerned Head of Department
(for teaching staff only)

(Signature with date)

Recommended by concerned Dean/ Sectional Head
(for teaching / non-teaching staff)

(Signature with date)

FOR ADMIN. & ESTABLISHMENT OFFICE USE

No. of days leave at credit :

No. of days leave to be Approved :

Entered in the EL/HPL/Other leave register at page No. and Sr. No.

DA/SO

AR/ DR

Registrar

FOR APPROVING AUTHORITY ONLY

Approved / Not Approved

.....

Date:

Signature of the Competent Authority

Form No - A 2: Standard Operating Procedure (S.o.P). for filling Form other than Casual Leave (CL/RH)

This form will be used for all types of Leave include Earned Leave / HPL, Vacation Leave, Medical / Commuted Leave, Child Care Leave etc.,

This SoP is only a procedure for filling the form and availing the leave and cannot be construed as the Rules in itself. For further details, the relevant Leave Rules prevailing on the subject will be referred to / applicable.

1. As the form is designed to capture all the relevant information, no other covering letter is required.
2. Any kind of intervening Holidays during the period of leave will also be counted for the purpose of leave. However, government holidays and week-end holidays, if any, can be either prefixed or suffixed.
3. This leave can also be clubbed with any other kind of leave **except** Casual Leave/RH.
4. Commuted Leave with Medical Certificate can be availed on full pay and Half Pay Leave on half the pay with or without medical certificate can be availed.
5. Special Casual leave, if any, can be combined with any kind of leaves.
6. Joining report is required to be submitted on resumption of duties i.e after coming back from leave.
7. At the time of Leave Travel Concession (LTC), EL of 10 days can be encashed irrespective of availing of any kind of leave and duration of leave.
8. Paternity leave up to 15 days can be availed at one stretch continuously without any gap.
9. All these leaves are entered in the Service Records and will be granted only with the sanction of the Competent Authority based on the recommendations of the concerned Sectional Head / Department / Dean of Faculty after the same is processed on the file.
10. The HoD concerned HoD shall be the custodian of all attendance registers.
11. The Dealing Assistant and SO is responsible to enter the record in the service book.