



INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY, AMARKANTAK (M.P.)
(A Central University established by an Act of Parliament)

DUTY LEAVE (DL) APPLICATION FORM

1. Name of the Employee : _____
2. Designation : _____ Department: _____
3. Date of Leave : From _____ To _____ (No of Days)
4. Prefix / Suffix / Holidays (if any) : Prefix _____ Suffix _____
5. Details of Purpose of Duty leave: _____
[Scanned copy of original invitation letter from sponsoring organization or credential should be enclosed. In case of mails through private domain ids such as gmail, yahoo etc. the invitation may **not** be accepted.]
6. The following official has agreed to look after my work/duties in my absence during the period from to
(i) Name(iii) Signature.....
(ii) Designation

Date: _____

Signature of applicant

(For forwarding and recommending by the HoD and Dean)

Forwarded by concerned Head of Department _____

(Signature with date)

Recommended by concerned Dean _____

(Signature with date)

FOR ADMIN. & ESTABLISHMENT USE

Total No. of days Duty leave at credit : _____ No. of days of duty leave is proposed : _____

Entered in the Duty 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 3 : Standard Operating Procedure (S.o.P). for filling Duty Leave (DL) Form

This form will be used by the Faculty Members for the Duty Leave subject to the applicable rules.

1. Same procedure as in the case of Form No A 2 except the enclosure of the support document to show the purpose / invitation from external Institution for participation/attending.
2. As the form is self-contained and self-explanatory, no further / additional covering letter is expected to be enclosed to the same.
3. After availing the duty leave the faculty/official concerned shall submit the Report to the concerned HoD and a copy shall be endorsed to the Admin. along with Joining Report as part of developmental initiative to be kept in the personal file .
4. Duty leave may be availed once in a month, except in emergency case.
5. Duty leave application shall be submitted at least 10 days before the date of proceeding.