

REQUISITION PROFORMA FOR GRANT OF DUTY LEAVE

1.	Name of Faculty	:	
2.	Designation	:	
3.	Grade Pay	:	
4.	Department	:	
5.	Purpose for which Duty Leave is required		
6.	Duration of the Conference/Seminar/Meeting (Maximum five days)	:	FROM: _____ TO: _____
			Total No. of Days: _____
7.	Conference/Seminar/Meeting is organized by whom?		
8.	Name of Conference/Seminar/Programme/ Meeting to be attended, Enclose Brochure/details.	:	
9.	Enclose copy of Invitation Letter or E-mail regarding the Meeting? (YES/NO)		
10.	Days for which leave is applied, give details including travel dates.		
11.	Place to be visited (Within India/Outside India), If visit is outside India, whether permission has been obtained from NUEPA?	:	
12.	Financial Assistance Required (YES/NO) If YES, please furnish the details. If not, who is meeting the costs?		

Date: _____

Signature of Applicant

<p>(Recommending Authority Signature) (Head of the Department)</p> <p>Remarks, if any, _____ _____ _____</p>	<p>(Sanctioning Authority Signature)</p>
Name: _____	Name: _____
Designation: _____	Designation: Vice-Chancellor
Date: _____	Date: _____