National Institute of Educational Planning and Administration 17-B, Sri Aurobindo Marg, New Delhi- 110016

REQUISITION PROFORMA FOR GRANT OF DUTY LEAVE

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:
	(iviaximum rive days)		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
(Recommending Authority Signature) (Head of the Department)			(Sanctioning Authority Signature)
Remarks, if			
any,			
		—	
Name:			Name:
Designation:			Designation: Vice-Chancellor
Date:			Date: