

**DEEN DAYAL UPADHYAYA COLLEGE**  
**(University of Delhi)**

**APPLICATION FOR STUDY LEAVE**

- 1 Name of the Applicant in full : \_\_\_\_\_
- 2 Name as Contracted : \_\_\_\_\_
- 3 Designation and Department : \_\_\_\_\_
  
- 4 (a) Date of first Appointment : \_\_\_\_\_
- (b) Date of appointment from which continuously serving the college : \_\_\_\_\_
- (c) Date of confirmation : \_\_\_\_\_
- (d) Date of Promotion to the Present Post : \_\_\_\_\_
  
- 5 Education qualification : \_\_\_\_\_
  
- 6 (a) Married/Unmarried : \_\_\_\_\_
- (b) No. of dependents (state nature of relationship in each case) : \_\_\_\_\_
  
- 7 Present Pay : \_\_\_\_\_
  
- 8 Period for which study leave required : \_\_\_\_\_
  
- 9 Approximate date of availing of the leave. If granted : \_\_\_\_\_
  
- 10 State whether leave is required
- (a) with pay and maintenance allowances : \_\_\_\_\_
- (b) with pay only : \_\_\_\_\_
- (c) with maintenance allowance only : \_\_\_\_\_
- (d) without pay and without maintenance allowance : \_\_\_\_\_
  
- 11 University/Institution proposed to join:
- (a) State : \_\_\_\_\_
- (b) Country : \_\_\_\_\_
  
- 12 (a) Purpose for which Study Leave is required viz whether for higher studies or Research Work : \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_

- (b) Subject branch of Study/or Research work, proposed to pursue : \_\_\_\_\_
- (c) Research work done if any (to be shown in detail in a separate sheet) \_\_\_\_\_
- 13. (a) The nature and amount of any Scholarship/ Fellowship or other financial aid (in terms of Dollars, if possible) including travel grants if any obtained or promised, Give details with papers in original or copies thereof. \_\_\_\_\_  
\_\_\_\_\_
- (b) If any Scholarship/Fellowship of financial assistance has been sought or obtained direct from a foreign mission /Foundation/Govt. or Organization, it may be stated as to whether the approval of the government of India has been obtained for its acceptance. \_\_\_\_\_  
\_\_\_\_\_
- 14. Whether study leave was granted previously, if so, the conditions of grant and the period for the same may be indicated. \_\_\_\_\_
- 15. Whether any Extra-Ordinary Leave without Pay was granted previously for any, teaching or research assignment in or outside India. : \_\_\_\_\_  
\_\_\_\_\_

Dated: \_\_\_\_\_

**Signature of the Applicant**

It is certified that the present application falls within the limit of 10% of the total faculty strength of the College.

\_\_\_\_\_

Dated: \_\_\_\_\_

**OFFICIATING PRINCIPAL**

**Recommendation of the supervisor/Head of the Department**