



राष्ट्रीय खेल विश्वविद्यालय, इम्फाल, मणिपुर

भारत सरकार, युवा कार्यक्रम एवं खेल मंत्रालय
(केन्द्रीय विश्वविद्यालय)

NATIONAL SPORTS UNIVERSITY, IMPHAL, MANIPUR

(Government of India, Ministry of Youth Affairs and Sports)
(Central University)

Application for Leave (Faculty Members)

1. Name and Designation : _____
2. Department/Section : _____
3. Type of leave applied for : Earned/Casual/Special Casual/Duty/Commuted
4. Duration : From _____ to _____
5. No. of days applied for : _____
(Please ensure that the credit of leave applied for is available in the leave account)
6. Date of resumption on duty : _____
7. Reason for leave : _____
8. Total no. of leave availed so far during the Academic session (leave applied for) : _____
9. Pendency of work/Academic Leave, if any : _____
10. Please inform the substitute arrangement made for the period of leave (theory/practical) : _____
11. Has the person responsible for theory/activity: program coordination etc. been informed. : _____
12. Date/time of leaving H.Qrs., If any : _____
13. Date/time of return H.Qrs. : _____
14. Address/Telephone no./Fax no. during leave : _____

Date:

Signature of the Faculty Member

Recommended for sanction

HOD/Head of Section

Dean

Approved/Rejected

Vice-Chancellor

For office Use only:

1. Dues on the date of application
 - a. Earned Leaves.
 - b. Half Pay Leaves.
2. Eligible for Earned Leaves for _____ days from date _____ to _____.
3. Eligible for Half Pay leaves for _____ days from date _____ to _____.
4. Eligible for Without Pay Leaves for _____ days from date _____ to _____.

Leave is noted.

Counter's Signature

Assistant/Dy. Registrar