

बिहार पशु विज्ञान विश्वविद्यालय, पटना

Bihar Animal Sciences University, Patna

Bihar Veterinary College Campus, Patna – 800014

Ph. No. 0612-2226644 Fax No. 0612-2222231 E-mail – registrarbasu@gmail.com

APPLICATION FOR DUTY LEAVE (For University Authorities)

1. Name of Applicant	:	
2. Designation with pay scale	:	
3. Place of posting	:	
4. Period of duty leave applied for (with total number of actual working days)	:	
5. Sundays and other holidays, if any proposed to be prefixed/suffixed to leave	:	
6. Name of person who will perform duty in his/her absence	:	
7. Purpose for which duty leave is applied for	:	
8. Details of last duty leave. availed, date & period	:	
9. Whether any financial assistance is required from university (please state the requirements)	:	
10. Whether any stipend/fees/honorarium is being provided by the host institute Please enclose invitation/offer letter	:	
11. Any other requirements (please specify)	:	

Signature of Applicant
(with date)

Remarks and/or Recommendation of
Vice-Chancellor/Registrar/

Signature
(with date)

CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE

Certified that duty leave for------(period) from -----
-----to -----is/are admissible under applicable leave rules.

-Duty Leave permissible in a year:

-Already availed by the officer till date:

-Balance Duty leave:

Leave granted/Not granted

Dated:

DA

AR (Admin.)

Dy. Registrar (Admin.)

Registrar