

**Himachal Pradesh University
Shimla**

Application form for Duty Leave

(To be submitted at least 15 days before the proposed date of availing)

Part-A : Applicant Details

- (i) Name: (ii) Designation:
(ii) Department:

Part-B : Details of duty

- (i) Nature of duty (as provided under Ordinance 36.24):
.....
(State Seminar/ Workshop/ Conference/ Symposia/ Refresher course/ meetings of
selection committee/ academic Advisory Bodies etc.)

- (ii) Event Name :
.....

- (iii) Duration of leave: From: To
(Total days)

- (iv) Date of departure: (v) Date of arrival

- (v) Leave Address:
.....

- (vi) Supporting document(s)/ official proof attached (Yes/ No)
(Please attach invitation/ order/ call letter)

- (vii) Alternative teaching arrangement of classes of applicant during the period
of duty leave:
.....

- (viii) Duty Leave already availed during the Calendar Year
.....

Dated Signature of Teacher.....

Leave is recommended/ not recommended (If not, specify reason)

.....
Chairperson/ Director

Approved/ Not Approved

Dean of Studies