



Re-Accredited 'B++' 2.86 CGPA by NAAC

VEER NARMAD SOUTH GUJARAT UNIVERSITY

University Campus, Udhna-Magdalla Road, SURAT - 395 007, Gujarat, India.

વીર નર્મદ દક્ષિણ ગુજરાત યુનિવર્સિટી

યુનિવર્સિટી કેમ્પસ, ઉધના-મગદલા રોડ, સુરત - ૩૯૫ ૦૦૭, ગુજરાત, ભારત.

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Application form for Duty Leave

Date of Application: _____

Name : _____ Designation : _____

Department: _____

Address of lost Institution: _____

Nature of Event : _____

(Please attach the copy of invitation)

Period of Duty Leave: (1) _____ to _____ (2) No. of days: _____

(3) No. of Duty leaves used during academic year 200 - : _____

Concerned Clerk

duly attested by the H.O.D. _____

Did you get Financial Assistance from the University: **Yes/No**

(If yes) (1) Traveling : (2) Registration : (3) D.A. :

No. of Leaves last taken : Date of Last Leave taken :

Applicant's Signature

Remarks of lead : _____

Signature of H.O.D.

Remarks of O.S. [P.G. Administrative Unit : (Humanities Building)] : _____

Dy. Registrar

Signature of O.S.

Sanctioned / Not Sanctioned

Registrar

Proo. vice-chancellor

Vice-Chancellor