



OFFICE OF THE DEAN ACADEMIC AFFAIRS  
UNIVERSITY OF JAMMU, JAMMU

Web-site: [www.jammuuniversity.in](http://www.jammuuniversity.in)

Ph: 2456892 EPABX: 2117, 2116

NO: DAA/24/1146-1201  
Date: 22/5/24

All Heads/Rectors/Directors  
Teaching Departments of Main Campus/Offsite Campuses  
University of Jammu, Jammu

Subject: Revised Duty Leave proforma

Sir/Madam,

Kindly find enclosed herewith the revised Duty Leave proforma which has been devised in accordance with the revised Duty Leave/Deputation guidelines as per University Grant Commission (UGC) for the grant of Duty Leave, which has already been notified vide No. DAA/24/6946-69 dated: 06-03-2024.

I am desired to request you to kindly get it disbursed among the faculty members of your Department/Centre/Schools so that faculty from now onwards fill the same and send it to the office of the undersigned for the purpose of getting Duty Leave/Deputation.

Further, this is to inform you that the earlier Duty Leave proforma has been replaced with the new proforma, as such no Duty Leave/Deputation shall be processed on the old proforma w.e.f. Monday i.e 27<sup>th</sup> May, 2024 onwards.

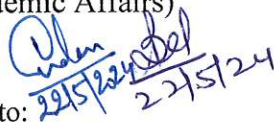
This is for your kind information and further necessary action at your end.

Thanking you

Yours faithfully

  
22/5/24

Assistant Registrar  
(Academic Affairs)

  
22/5/24

Copy to:

1. Spl. Secy to the Vice-Chancellor for the information of the Vice-Chancellor
2. Sr. P.A to the Dean Academic Affairs for the information of DAA
3. Sr. P.A to the Dean Planning and Development
4. Sr. P.A to the Dean Research Studies
5. Sr. P.A to the Registrar/COE/Director DIQA
6. Incharge University website with the request to kindly get it uploaded on the University website for wider publicity of the same
7. Guard file



# UNIVERSITY OF JAMMU

## LEAVE APPLICATION FOR TEACHERS (DUTY LEAVE / DEPUTATION)

### PART (1)

|    |   |                     |                        |
|----|---|---------------------|------------------------|
| 1  | Name of the Faculty Member:   |                     |                        |
| 2  | Designation:  | Department:         |                        |
| 3  | Pay Scale:  |                     |                        |
| 4  | Nature of Leave Applied for:  | Duty Leave          |                        |
|    |   | Deputation:         |                        |
| 5  | Period of Leave Applied for/ Date from  | From _____ to _____ | For _____ days         |
| 6  | Ground on which Duty Leave/Deputation is applied for ( Please tick on the relevant grounds and enclose a copy of invitation/testimonials )  |                     |                        |
|    | (i) Attending Orientation Programme, Refresher Course, Research Methodology Workshop, Faculty Induction Programme, Conference, Congresses, Symposia and Seminar, as a delegate nominated by the university or with the permission of the university/college |                     |                        |
|    | (ii) Delivering lectures in institutions and universities at the invitation of such institutions or Universities received by the University and accepted by the Vice-Chancellor/DAA;  |                     |                        |
|    | (iii) Working in another Indian or foreign university, any other agency, institution or organization, when so deputed by the university;  |                     |                        |
|    | (iv) Participating in a delegation or working on a committee appointed by the Central Govt., State Govt., the UGC, a sister university or any other academic body;  |                     |                        |
|    | (v) For performing any other duty for the university. ( Pl Specify )  |                     |                        |
|    | (vi) For attending meetings in the UGC, DST, etc. Where a teacher is invited to share expertise with academic bodies, government or NGO.  |                     |                        |
|    | (vii) To conduct examination of University/Public Service Commission/Board of examination or other similar Bodies/Institutions;   |                     |                        |
|    | (viii) To inspect academic institutions attached to a statutory board, etc.   |                     |                        |
| 7  | Place of visit during the Duty Leave/ Deputation Period   |                     |                        |
| 8  | Details of Travel   |                     |                        |
|    | Date & Time   | Departure           | Arrival                |
|    |   |                     | Mode of Travel         |
| 9  | Financial assistance required, if any;  |                     |                        |
|    | TA Rs. _____ DA Rs. _____ Registration fees _____   |                     |                        |
|    | Budget Head out of which financial assistance is to be debited for the purpose  |                     |                        |
| 10 | Certified that I have/have not availed financial assistance from the office of the DAA for attending National/International Seminar/Conference/ workshop etc. during the last One/Three financial years   |                     |                        |
|    | Date  |                     | Signature of Applicant |



**University of Jammu**  
**Leave applications for Teachers (Duty leave/Deputation)**  
**Part (II)**

11. Recommendations of the DAC, of the concerned Department

1. .... 2. .... 3. .... 4. .... 5. ....

12. Teaching arrangement made for the ongoing semesters during the leave period of the concerned Teacher \_\_\_\_\_

13. Recommendations of the Head of the Department \_\_\_\_\_

14. Signature of the Head of the Department with Seal \_\_\_\_\_

**Part (III)**

15. Duty leave w.e.f. \_\_\_\_\_ to \_\_\_\_\_ for a period of  
\_\_\_\_\_ Days Sanctioned in favour of \_\_\_\_\_

**Dealing Assistant**

**Deputy Registrar(AA)**

**Dean Academic Affairs**