

University of Mumbai



No. TAAS(UT)/ICD/of 2017-18/591

- 1) Ref. No. TAAS(UT/CT)/28/2012-13 dated 27/12/2012
- 2) Ref. No. TAAS(UT/CT)/19/2014-15 dated 19/09/2014
- 3) Ref. No. TAAS(UT/CT)/9/2016-17 dated 15/03/2017

C I R C U L A R :-

Attention of the Directors/Heads of the Departments/Centre, Principal, Sir J.J. College of Architecture, Co-ordinator, Vishwabhusan Bharatratna Dr. Babasaheb Ambedkar College, Ambadave, Vijayalakshmi Vishwanath Dalvi College, At-Talere and Director, Knowledge Resource Centre is invited to the University Circulars mentioned above in reference, regarding various kinds of Leaves admissible to the University teachers.

In this connection, all concerned are hereby informed that from the academic year 2017-18, all Directors, Heads, teachers (through their respective Heads) and Incharges of all University Departments are required to apply for availing any kind of leave in the attached proformas, whichever is applicable, to Hon'ble Vice-Chancellor through Registrar.

Therefore hereafter they are required to submit their any kind of leave application in the given format only to Hon'ble Vice-Chancellor through Registrar for sanction.

This may please be circulated to the concerned teachers working in the Departments/ Institutions/Colleges.

(Dr. M. A. Khan)
Registrar

Mumbai – 400 032
11th August, 2017

To,

The Directors/Heads of the Departments/Centres, the Principal, Sir J. J. College of Architecture, Co-ordinator, Vishwabhusan Bharatratna Dr. Babasaheb Ambedkar College, Ambadave, Vijayalakshmi Vishwanath Dalvi College, At-Talere and the Director, Knowledge Resource Centre.

(Dr. M. A. Khan)
Registrar

University of Mumbai
Teachers Appointment & Approval Section (UT)
Application for Casual Leave

1. Name:- _____
2. Department/Institution/College:- _____
3. Post held:- Professor/Associate Professor/Assistant Professor:- _____
4. Period of casual leave applied for:- _____ day/s.
 From _____ to _____
 With permission to prefix /suffix Saturday/ Sunday and Holiday on _____
5. Reason of Leave:- _____
6. Address during absence of Leave :- _____

7. Charge of Headship handed over to:- _____
 (in case of HOD/Director/Principal/Librarian)

Date: _____

(Signature of the Teacher)

Remarks of the Head of the Department

Casual leaves Entitled	Leave/s consumed before applying for this leave	Leave/s applied in this application (No. of days)	Balance Leaves after sanctioned of this leave application

Dr / Shri / Smt _____ may / may not be granted
 Leave/s applied for by him/her for the reason mentioned above.

Date: _____

(Name & Signature)
 Head of the Department

Remarks of the Authorities

Date of receiving application _____

Leave for _____ day/s from _____ to _____ is Sanctioned / Not sanctioned.

 Registrar
 University of Mumbai

 Vice Chancellor
 University of Mumbai

University of Mumbai
Teachers Appointment & Approval Section (UT)
Application for Leave

1. Name:- _____
2. Department:- _____
3. Post: Professor/Associate Professor/Assistant Professor:- _____
4. Nature of Leave required:- _____
(Duty Leave/ On Duty/ Commuted Leave/Half Pay Leave/Maternity Leave)
5. Period of leave applied for: _____ day/s.
From _____ to _____
6. Reason of Leave:- _____
7. Maternity Leave for 180 days:- From _____ to _____
(I declare that I do not have three or more living children. This is my __ (1st, 2nd, 3rd) child. This declaration is to be given by the employee at the time of applying for maternity.)
8. Address during absence of Leave :- _____

9. Charge of Headship handed over to:- _____
(in case of HOD/Director/Principal/Librarian)

Date: _____

(Signature of Teacher)

Remarks of the Head of the Department

Date of receiving application:- _____

Type of Leave:- _____

Period of Leave:- _____ days. From _____ to _____

Dr./Shri / Smt. _____ may/may not be granted

Leave applied for by him/her for the reason that _____

Date: _____

(Signature)
Head of the Department

Remarks of the Authorities

Date of receiving application _____

_____ Leave for _____ days from _____ to _____
is sanctioned/ refused.

Registrar
University of Mumbai

Vice Chancellor
University of Mumbai