

# University of Mumbai



No.TAAS/866/of 2017

## CIRCULAR :-

This is in continuation to the University circular No. TAAS(UT)/ICD/ of 2017-18/591 dated 11<sup>th</sup> August, 2017.

In this connection, all the Directors/Heads of the Departments/ Centers/Institutions, the Principal, Sir J.J. College of Architecture, Co-ordinator, Vishwabhusan Bharatratna Dr. Babasaheb Ambedkar College, Ambadave, Vijayalakshmi Vishwanath Dalvi College, At- Talere, Sub Centre Ratnagiri, Thane Sub Campus and Director, Knowledge Resource Centre are hereby informed that, from academic year 2017-18 teachers are required to mention the details of the Duty Leave/On Duty Leave availed by them while applying for the Duty Leave/On Duty Leave in the prescribed leave application as follows:-.

Duty Leave/ On Duty Leave Entitled	Duty Leave/On Duty Leave consumed before applying for this leave	Duty Leave/On Duty Leave applied in this application (No. of days)	Balance Duty Leave/On Duty Leave after sanctioned of this leave application


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

Mumbai-400 032.  
29<sup>th</sup> November, 2017

  
(Dr. Dinesh Kamble)  
I/c REGISTRAR

To,

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

  
(Dr. Dinesh Kamble)  
I/c REGISTRAR

**University of Mumbai**  
**Teachers Appointment & Approval Section (UT)**  
**Application for Duty Leave/ on Duty Leave**

1. Name:- \_\_\_\_\_
2. Department/Institution/College:- \_\_\_\_\_
3. Post held:- Professor/Associate Professor/Assistant Professor:- \_\_\_\_\_
4. Period of Duty leave/On Duty 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**

Duty Leave/ On Duty Leave Entitled	Duty Leave/On Duty Leave consumed before applying for this leave	Duty Leave/On Duty Leave applied in this application (No. of days)	Balance Duty Leave/On Duty Leave 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