**MAITREYI COLLEGE: CHANKAYAPURI, NEW DELHI: 110021**

**(UNIVERSITY OF DELHI)**

1. Name of the applicant in Full: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Name as contracted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Designation(Present): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Department in which he/she is currently working : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. (a) Date of first appointment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Date of appointment from which he/she is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Continuously serving in the College

1. Date of confirmation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Date of Promotion to the present post: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Educational Qualifications: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. (a) Married/Unmarried: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (b)No of dependents (State Nature of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Relationship in each case)

1. Present pay: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Period for which Study Leave required: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Approximate date of availing of the leave, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 If granted.

11. State whether leave is required: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(a) With pay and maintenance allowances: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 with pay only

(b) With maintenance allowance only : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 without pay and without maintenance allowance

12. University/institution proposed to join: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(a) State \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(b) Country \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

13. (a) Purpose for which Study Leave is required, viz. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Whether for higher studies or research work.

(b) Subject branch of study/or research work,

Proposed to pursue.

(c) Research work done if any: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(to be shown in detail in a separate sheet)

14. (a) The nature and amount of any Scholarship/

Fellowship or other financial aid, (in terms of

Dollars, if possible) including travel grants if any

Obtained or promised, give details with papers

In original or copies thereof,

Contd....2....

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(b) if any Scholarship/Fellowship or financial :

Assistance has been sought or obtained direct :

From a foreign mission/foundation/Govt. of :

organization,l it may be stated as to whether the :

Approval of the Government of India has been :

Obtained for its acceptance. :

15. Whether Study Leave was granted previously,

If so, the conditions of grant and the period for :

The same may be indicated. :

16. Whether any Extra-Ordinary-Leave without pay :

 Was granted previously for any, teaching or :

 Research assignment in or outside India. :

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TO BE FILLED IN BY THE COLLEGE OFFICE**

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Name of Name of teachers Probable date Proposals regarding Remarks

Deptt. already on Study of the re-joining teaching arrangement

 Leave and/or on of the teachers if leave recommended

 Extra Ordinary- already on

 Leave for purpose Study Leave

 Of Study and/or

 Research

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Recommendations of the Principal of the College with endorsement of statement made under (A) and (B)

Dated:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SIGNATURE OF PRINCIPAL

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**RECOMMENDATIONS OF THE HEAD OF THE DEPARTMENT**

Dated:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of the Head of the Deptt.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Strike off that which is not relevant and initial

\*\*U birder ti determine the limit 10% of the total number of permanent teacher who could be on Study Leave. Teacher on Study Leave with or without pay should be counted.

\*\*\* the college should obtain the recommendation of the University Head of the Department concerned before forwarding the application.