**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....

PAGE—2—

(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.

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\*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.