



Shaheed Rajguru College of Applied Sciences for Women

शहीद राजगुरु कॉलेज ऑफ एप्लाइड साइंस फॉर वीमेन

University of Delhi

दिल्ली विश्वविद्यालय

Vasundhara Enclave, Delhi – 110096

वसुंधरा एनक्लेव, दिल्ली-110096

### STUDY LEAVE APPLICATION

1. Name of the applicant in full – \_\_\_\_\_
2. Name as contracted – \_\_\_\_\_
3. Designation (present) – \_\_\_\_\_
4. Department in which currently working – \_\_\_\_\_
5. a) Date of first appointment – \_\_\_\_\_  
b) Date of appointment from which continuously serving the college – \_\_\_\_\_  
c) Date of confirmation – \_\_\_\_\_  
d) Date of promotion to the present post – \_\_\_\_\_
6. Educational qualification – \_\_\_\_\_
7. a) Married/ Unmarried – \_\_\_\_\_  
b) No. of dependents (state nature of relationship in each case) – \_\_\_\_\_
8. Present pay – \_\_\_\_\_
9. Period for which study leave required – \_\_\_\_\_
10. Approximate date of availing of leave, if granted – \_\_\_\_\_
11. State whether leave is required
  - a) With pay and allowances – \_\_\_\_\_
  - b) With reduced pay and allowances – \_\_\_\_\_
  - c) Without pay and allowances – \_\_\_\_\_
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, including travel grants, If any obtained or promised, give details with papers in original or copies thereof.  
b) If any Scholarship/ Fellowship or financial assistance has been sought or obtained direct from a foreign mission/ Foundation/ Govt. or Organization, it may be stated as to whether the approval of govt. 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