

Jamia Millia Islamia

Jamia Nagar, New Delhi- 110025

APPLICATION FOR THE GRANT OF STUDY LEAVE/ SABBATICAL LEAVE/ EXTRA ORDINARY LEAVE (VIDE PARA (4)(1) OF JAMIA ORDINANCE LIII

1. Name/ Designation :
(in block letters)
2. Department & Faculty :
3. Date of appointment :
 - (a) Probation :
 - (b) Confirmation :
4. Date of Birth :
5. Kind of leave applied for :
7. Leave Required with Full pay Half pay..... Without pay
with or without allowance
8. Duration of proposed leave and
date of commencement of leave:
9. Purpose of leave.* :
10. In case of Research leading to Ph.D./ Post-Doctoral Degree/ Academic
Pursuit to be undertaken. :
 - (i) Name of the topic/ subject on which
research is proposed (Attache copy of synopsis) :
 - (ii) University/ Institution where Research is to
be undertaken. (Please submit documentary
evidence i.e. Registration slip etc.) :
 - (iii) Name of the Supervisor(s) for Research work :
12. Whether leave is required to avail of a fellowship
/ employment/ assignment in India or abroad, give
details. (please submit approval of funding/ appointing
authority), :
13. Details of Amount of Scholarship/ Fellowship
/ Financial Assistance/ Salary (In rupees in case
of India/ in US \$ in case of abroad) :

* Use separate sheet if more space is required.

- 14. In case admission to higher course is proposed
Indicate the name of the course together with
the evidence for selection for admission. :.....
- 15. Relevance of the proposed study/ programme to
the duties presently the applicant is entrusted with.* :.....
- 16. Whether the study leave or any other long
term leave has been availed earlier. If yes,
please mention the exact duration and
purpose of such leave. :
- 17. Any other relevant information the applicant
would like to furnish in connection with his/
her applications. :

I have read the terms and conditions for the grant of Leave applied for and I undertake to abide by them in the event of such Leave being granted.

Encl:

Date:

Signature of Applicant

- 18. Recommendation of the Head of the Department (While recommending please specify (a) & (b).
 - (a) (I) Total strength of teachers in the Department :
 - (II) Teachers on long leave (i.e. Study/ Sabbatical/ E.O.L. etc), (See para 8 (iv) of Leave Ordinance LIII of Jamia.
 - (b) Relevance of proposed study to the Department :
 - (c) Recommendation :

To,
The Dean, Faculty of

.....
Head of the Department

- 19. Recommendation of the Dean of the Faculty

To,
The Registrar, JMI.

.....
Dean of the Faculty

* Use separate sheet if more space is required