



## **UNIVERSITY OF JAMMU, JAMMU**

### **CIRCULAR**

Pursuant to the powers vested in the Dean Research Studies as approved vide 73<sup>rd</sup> University Council Resolution No.73.49 in its meeting held on 18.10.2012, Notification No.04 of 2013 dated 04.03.2013, it is hereby circulated for the information of all the concerned faculty members that the proposals pertaining to duty leave / special casual leave in the matters of Research for attending conferences etc. and / or any other allied activities supported by the University Research Funds and / or extramural/external research funding, shall henceforth be processed through the Office of the Dean Research Studies.

However, total number of duty leave allowed to any faculty member shall not exceed 30 days as per the existing University norms. Since duty leave for other purposes, and its record is being maintained by the Office of the Dean Academic Affairs, therefore, all such faculty members shall get their updated duty leave balance authenticated by the Office of the Dean Academic Affairs, while submitting their duty leave applications for research related purposes to the Office of the Dean Research Studies as per the **enclosed proforma**.

The Office of the Dean Research Studies shall accordingly endorse the copy of the duty leave sanction order to the Office of the Dean Academic Affairs for their information, record and reference.

This issues with the approval of the Competent Authority.

  
**REGISTRAR** 23/1

**Encl: As above**

**No.** DRS/25/60-110  
**Dated:** 30/04/2025

**Copy to:-**

1. Spl. Secretary to Vice-Chancellor for kind information of the Hon'ble Vice-Chancellor please.
2. Sr. P.A. to the Dean Academic Affairs/Dean Research Studies/ Dean Planning & Development.
3. All Deans/Rectors/Directors/Heads of Departments/Centres of Main Campus/Offsite Campuses.
4. Finance Officer
5. All Faculty Members
6. Joint Registrar (Grants)
7. Incharge Website for uploading the same on the website of University of Jammu.
8. Office file.



# **OFFICE OF THE DEAN RESEARCH STUDIES** **UNIVERSITY OF JAMMU**

## **DEPUTATION / DUTY LEAVE APPLICATION FORM FOR FACULTY MEMBERS**

|   |  |   |  |
|---|--|---|--|
| 1.  | Name of the Faculty Member   |   |  |
| 2.  | Designation  |   |  |
| 3.  | Department   |   |  |
| 4.  | Period of Leave Applied for/Dates  | From _____ to _____<br>(For _____ days) |  |
| 5.  | Project Title and Funding Agency   |   |  |
| 6.  | Purpose of Duty leave / Deputation   | Tick relevant                           |  |
| (a)   | Attending Conference / Seminar/Workshop (National/ International)<br>(attach copy of Invitation)   |   |  |
| (b)   | Field Visit/Data Collection (Domestic)<br>(attach tour plan)   |   |  |
| (c)   | International visit (data collection/analyzing experiments/ workshop etc)<br>(attach copy of Invitation/ approval of funding agency/FCRA clearance if required)  |   |  |
| (d)   | Any other research purpose, please specify<br>(attach support documents)   |   |  |
| 7.  | Address during the Duty Leave/Deputation period<br><br>Contact No. _____<br>Email i.d. . _____   |   |  |
| 8.  | (a) Budget Head to which the expenditure to be debited<br>(b) Expenditure details (tentative) _____<br><br>(i)<br>(ii)<br>(iii)  |   |  |
| 9.  | Duty leave balance (as on date to be authenticated by the Office of the Dean Academic Affairs)<br>Certified that _____ Duty leave is due in her/his favour as on date.<br><br><div style="text-align: right;"><b>Authorised Signatory</b><br/><b>Office of the Dean Academic Affairs</b></div> |   |  |
| <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <b>Place:</b><br/><b>Date:</b> </div> <div style="width: 50%; text-align: right;"> <b>Signature of the Applicant</b> </div> </div> |  |   |  |

**Recommended and forwarded:**

10. Signature of the Head of the Department (with Seal) \_\_\_\_\_

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**FOR OFFICE USE**

Duty leave w.e.f. \_\_\_\_\_ to \_\_\_\_\_ for a period of \_\_\_\_\_ days is hereby sanctioned in favour of \_\_\_\_\_ for purpose of \_\_\_\_\_, out of \_\_\_\_\_ grant under Project titled: \_\_\_\_\_

\_\_\_\_\_ as per

University norms, subject to the availability of funds.

**Dealing Assistant**

**Head Assistant**

**Section officer**

**A.R. (R&A)**

**Dean Research Studies**

**Copy to:-** Sr. P.A to Dean Academic Affairs for information and updation of leave records.