

National University of Educational Planning and Administration
17-B, Sri Aurobindo Marg, New Delhi- 110016

REQUISITION PROFORMA FOR GRANT OF DUTY LEAVE

1.	Name of Faculty	:	
2.	Designation	:	
3.	Grade Pay	:	
4.	Department	:	
5.	Purpose for which Duty Leave is required	:	
6.	Duration of the Conference/Seminar (Maximum five days)	:	FROM: _____ TO: _____
			Total No. of Days: _____
7.	Name of Conference/Seminar/Programme/Meeting to be attended, Enclose Brochure/details.	:	
8.	Enclose Invitation Letter or E-mail regarding acceptance of paper? (YES/NO)	:	
9.	Days for which leave is applied, give details including travel dates.	:	
10.	Place to be visited (Within India/ Outside India), If visit is outside India, whether permission has been obtained from NIEPA? If yes, submit complete Proforma with all required documents.	:	
11.	No. of such request during the calendar year (Domestic Travel/Conference)	:	

12.	No. of such requests in your service at NIEPA (If International Conference/Seminar)	:	
13.	Duty Leave availed during the year	:	
14.	Financial Assistance Required (YES/NO) If YES, please furnish the details. (Attach separate sheet) If NO, who is meeting the costs?	:	

Date: _____

Signature of Applicant

(Recommending Authority Signature) (Head of the Department) Remarks, if any, _____ _____ _____	(Sanctioning Authority Signature)
Name :	Name :
Designation:	Designation: Vice - Chancellor
Date:	Date: