

Staff Format No: 3

APPLICATION FOR ON-DUTY PERMISSION

Name of the Faculty Member :

Designation and Department :

Number of days and dates for
which On Duty Permission is requested :

Reason for on-duty permission
(please attach the invitation or the
necessary document) :

No. of days of on-duty permission
already availed of :

Whether alternate arrangements have
been made for your classes,
please specify the details :

Signature with date :

Recommendation of the
Head of the Department :

FOR OFFICE USE

On-duty permission applied From..... To..... No. of days

Approved / Not Approved

Section Officer (E1)

Pro Vice – Chancellor (Admin.)

Guidelines for on-duty permission

1. On-Duty permission cannot be claimed as a matter of right. Prior sanction must be obtained before availing.
2. Faculty members are eligible to apply for on-duty permission for the following
 - a. For presenting papers in conferences and seminars
 - b. To preside and chair sessions in conferences and seminars
 - c. To attend doctoral committee meetings as a member or as the chairman
 - d. To attend Academic Council, Board of Studies and BOM meetings of other universities and colleges
 - e. To attend selection committee meetings
 - f. To attend valuation and Examination related works or meetings for Universities and colleges not exceeding five days at stretch
 - g. To visit schools for school connect and admission-related matters
 - h. To attend any presentations for the award of projects of the funding agencies
 - i. To deliver invited guest lectures, conduct workshops in the universities and colleges
 - j. Any other Academic matters as deem fit by the Vice-Chancellor/ Pro-Chancellor (Academic)
3. On-Duty permission cannot be combined with any other leave except special casual leave, but can be combined with holidays and Sundays falling within the on-duty permission and those holidays shall not be counted as on-duty permission.
4. Wilful absence from duty after the expiry of the on-duty permission may be treated as misbehaviour.
5. Holidays may be prefixed and suffixed to regular on-duty permission or compensatory leave holidays falling in between will be treated as holidays and not on-duty permission.