

**Proforma for Applying for Sabbatical Leave**  
(Please fill in preferably on typewriter)

1	<i>Name of the Staff Member</i>		
2	<i>Designation &amp; Department</i>		
3	<i>Present Salary &amp; allowances</i>	<i>Basic Pay Rs. _____ D.A. Rs. _____</i> <i>HRA Rs. _____ CCA Rs. _____</i> <i>Total Rs. _____</i>	
4	<i>Earlier Leave - During part 6 years in chronological order (attach separate sheet)</i>		
5	<i>Request for sabbatical Leave</i>		
5.1	<i>Give details of offer received (enclose copy of the offer)</i>		
	<i>Purpose (State the nature of work to be carried out)</i>	<i>University/ Organisation/ Institution</i>	<i>Period (inclusive of visit to any other University etc)</i>
5.2	<i>Details of financial assistance received (scholarship/fellowship, per diem allowance, etc.) while abroad:</i>		
6	<i>Teaching &amp; Research Commitment at the Institute:</i>		
6.1	<i>No. of Research Students</i>	<i>Present position of their thesis</i>	<i>Alternative arrangements made to take care of these students in your absence (please enclose a letter of acceptance from the staff member concerned)</i>
	<i>Research</i>		
	<i>ME/MSc</i>		

6.2 Courses taught by you during		Alternative arrangements made in your absence
I Semester		
II Semester		
6.3 If there is any sponsored research consultancy undertaken by you, state alternative arrangements made to take care of the same during your absence:		
7 Is the evaluation due during the period of sabbatical leave? If yes, what arrangements have been made to send the report of work done during the evaluation (A copy of CR No. _____ Dt: _____ is attached herewith for information		
Date: _____		Signature of the Member _____
8 Recommendation of the Committee of Professors/Chairman of the Department/Laboratory/Section/Unit (Chairman while recommending may please ensure that the teaching/research work is not dislocated in the absence of the staff member and that alternative arrangements in respect of all the commitment of the staff member have been taken care of)		
Date: _____		Chairman Dept./Lab./Section/Unit