

Finance (Estt-A)

Subject: Grant of Study Leave.

1. Name of the incumbent : -
2. Designation : -
3. Name of the Administrative Department : -
4. Study Leave Application in Schedule-I
Format as per Appendix-15 of FRs & SRs : -
5. Administrative Certificate with signature
and seal of the Departmental Authority as
per Appendix-15 : -
6. Name of course : -
7. Particulars of selection for the course of
higher study. : -
8. Source of funding for the higher study. : -
9. Period and date from which study leave is
required. : -
10. Particulars of service records : -
 - (a) Date of joining (Joining Report) : -
 - (b) Length of service period : -
 - (c) Whether Study Leave availed earlier. : -
If so, furnish details.
 - (d) Whether confirmed in service : -
11. Whether the proposal is within the ceiling
fixed for the Department. : -
12. A précis of the case with seal and signature
of the Departmental Authority. : -
13. Remarks : -

Seal & Signature of the Departmental Authority