इलाहाबाद विश्वविद्यालय

प्रयागराज– 211 002, उ0प्र0 (भारत)

UNIVERSITY OF ALLAHABAD

Prayagraj – 211 002, U. P. (INDIA)

No. TE/2026/1025
Date: 30-10-2026

NOTIFICATION

It is hereby informed to all concerned faculty members that, while applying for **Duty Leave** the following conditions should be fulfilled:

1. **A supporting document for the duty must be attached to the application.**
2. **The application must be forwarded by the concerned Head/Coordinator and the Dean/Director.**
3. **The period of Duty Leave requested should be same as the duration specified in the supporting document. All the Saturdays, Sundays, and other holidays falling within that duration will be counted as Duty Leave.**
4. **If the duty is performed or proposed to be performed for a shorter period than that specified in the supporting document, the discrepancy must be clearly explained in an accompanying cover letter.**

Faculty members are requested to ensure that all the above conditions are met to avoid delay in processing the application.

Registrar

Copy to,

1. All the Deans, Faculty of (Arts/Law/Commerce/Science/Academic), UoA.
2. Dean,(College Development/Research and Development/Student Welfare),UoA.
3. All Heads of Departments/ Directors/ Coordinators of the Institute/Centres, UoA.
4. All the Faculty members, UoA.
5. All Joint Registrar/Deputy Registrar/All Assistant Registrars, UoA.
6. Chairman, ICT Cell, UoA with request to upload the same on University website.
7. SVC for kind information of the Hon'ble Vice Chancellor, UoA.
8. P.A. to Registrar, UoA.

Joint Registrar (F)