



OSMANIA UNIVERSITY  
HYDERABAD - 500 007

No. MR: 149 /528/77/Adm.I-I.

Dated: 7.03.2014.

To

The Director  
Infrastructure, O.U.

Sub:- UNIVERSITY TEACHERS - Reservation of Leave for having worked during  
Vacations- Circulation of proforma. - Reg.

Ref:- Univ. Orders No. MR: 198/528/77/Adm.III, dated: 27.07.2005.

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Sir/Madam,

As per the University Orders cited, the Controlling Officers (Example: The Head of the Department through the Principal in case of teachers) has to submit the requisition of any teacher, at least one (1) month in advance of the commencement of vacation showing the need, nature of work and number of days required to be working during the vacation. The concerned teacher will submit the claim for leave reservation in the prescribed format, through proper channel, once the duties are performed as per the approval.

The requisitions received for working during vacations will be scrutinized by the Committee to be constituted every year with the following members, which will recommended suitably to the University for the vacation period of the year.

1) Executive Council Member – Chairman. 2) Finance Officer. 3) One Principal of campus or Constituent College by Rotation for each year.

The Leave Reservation Committee at its meeting held on 30<sup>th</sup> October, 2013, has decided to scrutinize the requisitions received from the Controlling Officers/ Individual teachers for sanction of leave reservation for having worked during the vacations only if the requisitions are received in the prescribed proforma prepared by the committee.

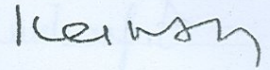
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In view of the above, I am to request you to forward the requisitions from the teachers in the prescribed proforma (enclosed) for scrutiny and consideration by the committee for sanction of leave reservation for having worked during the vacations.

This may kindly be brought to the notice of all the teachers working in the Colleges.

Yours faithfully,

  
REGISTRAR

Encl:- (As above)

Copy to:-

1. The Secretary to Vice-Chancellor, O.U.
2. The P.A. to Registrar / Officer on Special Duty to V.C., O.U.



## APPLICATION FOR RESERVATION OF LEAVE, OSMANIA UNIVERSITY

1. Name of the Teacher :
2. Designation :  
(Asst. Professor/Assoc.Professor/Professor)
3. Administrative post held :
4. Academic year for which leave  
Reservations being claimed :  
(e.g. 2012-2013)
5. Period for which worked :  
During vacation (with dates)  
Enclose copies of relevant appointment orders.

(a) Summer : From..... To.....

(b) Winter : From ..... To .....

(c) Short : From ..... To .....

I, hereby declare that, I have worked during the period mention in Sl.No. (5).  
Hence, my reservation of leave may be considered as per the rules of University.

SIGNATURE OF THE TEACHER

SIGNATURE OF FORWARDING AUTHORITY  
WITH SEAL