**Govt. of NCT of Delhi**

**G. B. Pant INSTITUTE OF TECHNOLOGY**

**Okhla, New Delhi – 110020**

**Application for credit of Earned Leave in Lieu of the detention during vacation for**

**Academic Year To .**

1. Name of the Department ……………………………………………………………………………………………………………
2. Vacation for the academic year ………………………….. to ……………………………… were declared vide letter no ………………………………………………………………………………………………… dated …………………………
3. Winter Vacation ………………………………………… to ………………………………………
4. Summer Vacation ………………………………………. to ………………………………………

 Total Vacation ……………………. days

The faculty members listed below were detained during Winter/Summer Vacation vide Office Order No.…………………………………………………………………………………………………………. dated ……………………………………

No.…………………………………………………………………………………………………………. dated ……………………………………

**Certificate**

 I/we, the following applicants hereby confirm of having performed the duty for which I/we were detained as mentioned below:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Name of Faculty member with designation** | **Period of detention as per office order** | **Period with date on which actual duty performed** | **Signature of Faculty member** | **Signature of verifying officer** | **EL credit eligible in lieu of duty performed = No. of days of actual duty performed \* 30/ Total vacation** |
|  |  |  |  |  |  |  |

Verified as per record

**Signature of HOD/Deptt. Incharge/ Signature of Exam Supdt/Dy.Supdt**

**Competent Authority**

Sanctioned

 **PRINCIPAL**