

SOUTH EASTERN UNIVERSITY OF SRI LANKA
OVERSEAS LEAVE APPLICATION

Any Teacher or Officer seeking approval for overseas leave as per **UGC Circular No. 74** should submit an application in duplicate.

1. Name :
2. Designation :
3. Department :
4. Type of Leave :
(As specified in section 03 of the UGC Circular No. 74)
5. Purpose for which the leave is required for:
(Supported by Documents)
6. Duration of Leave :
From: To:
(Date of commencement and termination of leave)
7. Arrangements made to cover the duties of the applicant during his/ her absence:
 - a. Teaching :
 - b. Examinations :
 - c. Other responsibilities :

I declare that I am entitled for requested leave as per **UGC Circular No. 74**

Date:

.....
Signature of Applicant

Dean/ Faculty of

I recommend/ do not recommend the leave

If do not recommend that leave

- a. Not entitled for leave
- b. Arrangements made to cover the duties Professor/ Dr./ Mr./ Mrs./ Miss./ Ms./ absence are not satisfactory.
- c. Due to exigencies of service:
- d. For not fulfilling obligations regarding examinations and other work.
- e. Any other reasons:
(In the event of not recommending leave please give reason)

Date:

.....
Signature
Head/

Vice-Chancellor

Leave is recommended/ not recommended.

Date:

.....
Signature
Dean/

Deputy Registrar/ Academic Establishments.

- a. Whether Ministry of Higher Education approval has been obtained?
- b. Whether the Head of the Department and Dean have recommended?
- c. Please report whether the applicant is entitled for leave as per UGC Circular No. 74
- d. Whether the Bond and Agreement have signed?

Date:

.....
Vice Chancellor

Vice Chancellor

- a. Yes/ No
- b. Yes/ No
- c. Yes/ No
- d. Yes/ No/ Not applicable

Date:

.....
Deputy Registrar
Academic Establishments

Deputy Registrar/ Academic Establishments.

Submit a memo to Council for decision

Date:

.....
Vice Chancellor

Decision of the Council

Approved/ Not approved

Meeting No:

Date:

.....
Deputy Registrar
Academic Establishments