



# Agriculture University, Jodhpur

Jodhpur - 342304 (Rajasthan)

कृषि विश्वविद्यालय, जोधपुर

जोधपुर - 342304 (राजस्थान)

No. F. (/AUJ/Estt//2021/ 7238-7263 .

Date : 25/03/2021

To,  
Director Research/Extension Education/Education/HRD/PME/SW  
Dean, CoA, Jodhpur/Sumerpur  
OSD, CoA, Nagaur/Faculty of Dairy Technology, Mandor, Jodhpur  
ZDR, ARS, Mandor/Jalore  
Project Coordinator, PC Unit, ARS, Mandor, Jodhpur  
CoE, Agriculture University, Jodhpur  
Estate Officer, Agriculture University, Jodhpur  
Officer Incharge, ARSS, Nagaur/Sumerpur/Samdari  
Senior Scientist cum Head, All KVKs, AU, Jodhpur

**Subject – Regarding circulation of newly approved applications/form for leave / training.**

Sir,

With reference to the subject cited above, please find the enclosed herewith this letter the finalized proforma of applications/form for various type of leaves/training/seminar/conference etc. All the authorities are requested to circulate the attached proforma within the staff of the concerned unit which is to be used by the staff/officers of Agriculture University, Jodhpur for availing leaves and all in near future. The proforma will also be available on University Website.

Further, if the leave / training is to be sanctioned from the Office of the Registrar then the application for the same must be submitted before 15 days otherwise, the concerned employee will be responsible for delay in granting of leaves.

Regards,

**Encl. As above.**

  
REGISTRAR

Copy to the following for information and n/a :-

1. PS to Hon'ble Vice-Chancellor, Agriculture University, Jodhpur.
2. Comptroller, Agriculture University, Jodhpur.
3. Guard file.

  
25/3/2021  
DEPUTY REGISTRAR