



# UNIVERSITI BRUNEI DARUSSALAM

## Application Form for NO-PAY LEAVE

### PROCEDURE

1. Fill in Section A – C only.
2. The terms of No-Pay Leave are governed by the **Prime Minister's Department Circular Letter no. 4/1998.**
3. Application must be submitted to the Human Resource Office with the recommendation of the Dean of Faculty/Institute/Academy/Centre **at least 2 weeks before the start date of leave.** This is to take into account the Prime Minister's Department Circular Letter no. 9/2017: Guidelines for implementing surcharges in the Public Service, where paragraph 4.2 mentions the types of offenses that can be subject to surcharges due to failure/slowness to comply with current regulations.
4. Application for No-Pay Leave of less than 30 days is approved by the Dean/Director of Faculty/Institute/Academy/Centre, whilst application for No-Pay leave of 30 days or more must be approved by the Vice Chancellor with the recommendation of the Dean/Director Faculty/Institute/Academy/ Centre.
5. Completed form must be submitted through the Dean/Director of Faculty/Institute/Academy/Centre to:  
**Human Resource Office (Attn: LEAVE)**  
**Universiti Brunei Darussalam**

### SECTION A: APPLICANT PERSONAL DETAILS

|                                    |                           |         |       |
|------------------------------------|---------------------------|---------|-------|
| Full name:                         | Dr Nagender Aneja         |         |       |
| Identification Card number:        | 51-315891                 | Colour: | Green |
| Position:                          | Assistant Professor       |         |       |
| Faculty/Institute/Academy/ Centre: | School of Digital Science |         |       |

### SECTION B: DETAILS OF NO-PAY LEAVE

|  |  |      |                                     |
|--|--|------|-------------------------------------|
| Total days of No-Pay Leave:  | days   |      |                                     |
| Date(s) of No-Pay Leave:   | 119  | days | from : Oct 29, 2023 to Feb 24, 2024 |
|  |  | days | from: to                            |
| <b>Note:</b> <ul style="list-style-type: none"> <li>• Application for No-Pay Leave is only considered for staff with no annual leave balance.</li> <li>• Public holiday and weekends will be counted in the No-Pay leave.</li> <li>• Salary, allowance(s) and gratuity will be deducted according to the number of No-Pay leave days.</li> </ul> |  |      |                                     |
| Reasons for applying No-Pay Leave:   | [Please attach any supporting documents with this form.]<br><br>I have to take care of family. |      |                                     |

|   |   |
|---|---|
| Teaching duties   | I shall be teaching online.   |
| Status on any current research and consultancy (if any)                               | I shall be continuing my research work and will interact with research assistant online. I shall continue to publish research papers. |
| Arrangements of your accommodation during your leave; with the Accommodations Officer | I have paid advance rent for four months.   |

**SECTION C: DECLARATION**

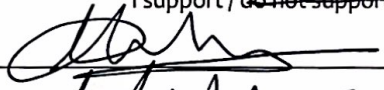
I declare that all the information given in Sections A, B and C is correct.

  
 .....  
 Applicant's Signature

20/6/23  
 .....  
 Date

**SECTION D: VERIFICATION AND RECOMMENDATION/APPROVAL OF DEAN/DIRECTOR**

I support / ~~do not support~~ the No-Pay Leave application of this staff:

Signature : 

Date : 20/6/2023

Name : 

Position : Dean, SDS

**SECTION E: FOR APPLICATION OF 30 DAYS OR MORE**

a) Date of Human Resource Management (HRM) meeting, Universiti Brunei Darussalam: \_\_\_\_\_

b) Decision of the HRM committee:

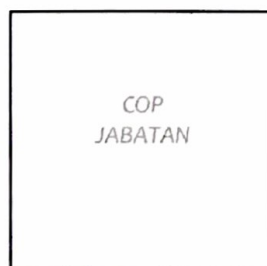
☐

Approved

☐

NOT approved

Note: \_\_\_\_\_  
 \_\_\_\_\_



\_\_\_\_\_  
 Signature  
 Vice Chancellor

Name : \_\_\_\_\_

Date : \_\_\_\_\_

**SECTION F: HUMAN RESOURCE OFFICE USE ONLY**

a) Application form received (date): \_\_\_\_\_

b) UBD File reference: \_\_\_\_\_



Verified by:

\_\_\_\_\_  
Signature  
Assistant Registrar (HR)

Note: \_\_\_\_\_  
\_\_\_\_\_

c.c. *Jurukira Agung, Jabatan Perbendaharaan*  
*Juruaudit Agung, Jabatan Audit*  
*Bursar, UBD*

SALINAN ASAL  
ORIGINAL

CASH

F 6081662

KERAJAAN BRUNEI DARUSSALAM  
GOVERNMENT OF BRUNEI DARUSSALAM

Jabatan/Kementerian : UBD  
Department/Ministry

20-06-2023

Diterima dari : DR NAGENDER ANEJA  
Received from

Wang sebanyak ringgit FIVE  
the sum of dollars 520 HUNDRED AND  
FIFTY TWENTY

520.00

\$ 650.00

dan sen  
and cents

Untuk bayaran : SEWA RUMAH BAGI BULAN  
being for NOV

2023 - FEB 2024

SFO2A, 815

TAPPBP, TAPPBA

