

**From,**

**Arpita Singh-II,  
Additional Civil Judge (Junior Division),  
Varanasi**

**To,**

**The Registrar General,  
Hon'ble High Court of Judicature at  
Allahabad**

**Through,**

**The District and Sessions Judge,  
Varanasi**

**Subject:** Declaration of status with regard to taking study leave in order to pursue an academic course (Ph.D.).

**Respected Sir,**

It is most respectfully submitted that I, Arpita Singh have been appointed as Additional Civil Judge (Junior Division) through Notification No. 3899/Admin(Services)/2019 dated 14th of November, 2019. I joined the service on 14.11.2019 at District Varanasi. Before joining the service, I was enrolled and pursuing Ph.D. (RET Category - Law) Course in Faculty of Law, Banaras Hindu University, Varanasi having enrollment No. 379656.

The applicant herewith submits-

1. That no class study required for Ph.D. course.
2. That the applicant has **submitted all the Six-Monthly Ph.D. Progress Reports** as required by the B.H.U. Ph.D. Ordinance, 2016 and the same have been duly approved by the Departmental Research Committee (D.R.C.) of Faculty Of Law, B.H.U.
3. That the thesis is complete and **at the stage of submission followed by viva-voce.**

4. That a period of **about four months and fifteen days is required to complete the residential period in which no study as such is to be done and this period is only to complete the required residential period for which no study leave shall be required.** This period can be completed by any mode of leave, preferably leave with half pay.

Therefore, it is humbly prayed from your good self that kindly allow the permission to submit the **thesis which is at the submission stage**, and for which **the course work is already completed and passed** before joining the service **and no further study is to be done and no study leave as such is required.**

**Thanking You,**

**Date: 03.11.2022**

Yours Sincerely

*Arpita Singh*  
(Arpita Singh-II)

Additional Civil Judge (Junior Division),

Court No 05, Varanasi

ID - UP3372

Office of the District Judge Varanasi  
No. 3026/I Date 03.11.2022  
Forwarded.

*[Signature]*  
District Judge  
Varanasi  
03/11/22