



Avinashilingam Institute for Home Science and Higher Education for Women
(Deemed to be University Estd. u/s 3 of UGC Act 1956, Category A by MHRD)
Re-accredited with A++ Grade by NAAC. CGPA 3.65/4, Category I by UGC
Coimbatore - 641 043, Tamil Nadu, India

School of Engineering

(Approved by AICTE)

Ayya Avinashilingam Nagar, Varapalayam, Thadagam post, Coimbatore-641 108. Tamil Nadu

EARNED LEAVE/HALF-PAY LEAVE/COMMUTED LEAVE WITH MC/MATERNITY LEAVE

APPLICATION FOR NON TEACHING STAFF

1. Name of the Applicant :
2. Post held / Department :
3. Permanent / Temporary :
4. Basic Pay :
5. Period and Nature of leave now applied for
and the date from which leave is required :
6. Reason for leave :
7. Date of return from last leave
(Period and Nature to be specified) :
8. Address during Leave :
- Alternate arrangements :

Place :

Date :

Signature of the Applicant

-
9. Recommendation of the Head
 - (c) Whether leave can be granted :
 - (d) And if so, how it is proposed to carry
on the work :
 10. Officiating arrangement and charge
Allowance, if any proposed :

SIGNATURE OF THE HEAD

SIGNATURE OF THE DEAN

OFFICE NOTE

- | | |
|----------------------------------|----------------------------|
| 11. (A) Particulars of leave due | 1. Earned leave.....days |
| On the date of Proceeding | |
| On leave | 2. Half pay Leave.....days |

(B) Total number of days commuted leave with MC taken so far.....days

FOR APPROVAL OF

(C) Grant of leave.....days.....leave
 From.....to.....
 Prefix:suffix.....

12. Officiating Arrangements and
 Charge Allowance Proposed

13. Any other remarks of Recommendations :

SEAT ASSISTANT

ASST. REGISTRAR (ADMN.)

REGISTRAR