



# 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

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

### APPLICATION FOR NON - TEACHING STAFF

1. Name of the Applicant :
2. Post held :
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 :

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  
On the date of Proceeding  
On leave

1. Earned leave .....days  
2. Half pay leave..... days

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

**FOR APPROVAL OF**

(B) 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**