

PONDICHERRY UNIVERSITY- PUDUCHERRY

APPLICATION FOR C.L./C.H./R.H.

1. Name of the Applicant :
2. Designation & Section in which working :
3. Date on which leave is required :
4. Holiday in which he / she worked as per
the Officer order :
5. Previous leave taken if any :
6. Reason for leave :
7. Address where the applicant is spending
the leave :

Signature of the Applicant

Place:

Date:

**PONDICHERRY UNIVERSITY
PONDICHERRY**

APPLICATION FOR EARNED LEAVE OR FOR EXTENSION OF LEAVE

1. Name of the Applicant :
2. Post held :
3. Department, Office and Section :
4. Pay : `
5. House Rent and other Compensatory allowances drawn in the present post : `
6. Nature and period of leave applied for and date from which required :
7. Sundays and holidays, if any proposed to be prefixed/suffixed to leave :
8. Grounds on which leave is applied for :
9. Date of return from last leave and nature and period of the leave :
10. I propose/do not propose to avail myself of leave travel concession of the block years during the ensuing leave :
11. Address during the leave period :

**SIGNATURE OF THE APPLICANT
(WITH DATE)**

12. Remarks / recommendation of the Controlling Officer :

**SIGNATURE OF THE OFFICER
(WITH DATE)**

From

Pondicherry University,
Puducherry – 605 014.

To

The Assistant Registrar (Admn.), (Through Proper Channel)
Pondicherry University,
Puducherry-605 014.

Respected Sir,

Sub: Availing of E.L./M.L. - Submission of joining report - Reg.

-o0o-

I report for duty on _____ after availing _____
days Earned Leave / Medical Leave from _____ to _____
prefixing _____ and suffixing _____ .

Thanking you,

Yours faithfully,

Place: **Puducherry**

Date :

From

Pondicherry University,
Puducherry.

To

The Registrar, (Through Proper Channel)
Pondicherry University,
Puducherry - 605 014.

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