



Avinashilingam Institute for Home Science and Higher Education for Women

(Deemed to be University under Category 'A' by MHRD, Estd. u/s 3 of UGC Act 1956)

Re-accredited with 'A' Grade by NAAC. Recognised by UGC Under Section 12 B

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 APPLICATION

NON - TEACHING

1. Name of the Applicant :
2. Post held :
3. Permanent / Temporary :
4. Pay Band / Grade Pay :
5. Period and nature of leave now applied
For and the date from which it is required :
6. Reason for Leave :
7. Date of return from last leave
(Period and Nature to be specified) :
8. My 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

14. (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 taken so far.....Days

FOR APPROVAL OF

(B) Grant of Leave.....days.....leave

From.....to.....

Prefix.....suffix.....

15. Officiating arrangements and charge of allowance proposed.....

16. Any other remarks of recommendations :

MANAGER DEALING ASSISTANT SECTION OFFICER DEPUTY REGISTRAR REGISTRAR