



## 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 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 :

Alternate arrangements :

Place :

Date :

Signature of the Applicant

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9. Recommendation of the Head

(a) Whether leave can be granted :

(b) 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 taken so far.....Days

**FOR APPROVAL OF**

(A) Grant of Leave.....days.....leave  
From.....to.....  
Prefix.....suffix.....

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

13. Any other remarks of recommendations :

MANAGER    DEALING ASSISTANT    SECTION OFFICER    DEPUTY REGISTRAR    REGISTRAR