**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.**

**Sir,**

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