



SRI VENKATESWARA COLLEGE
(University of Delhi)
“APPLICATION FOR EARNED LEAVE/EXTENSION OF LEAVE”

1. Name & Designation of the Applicant :: -----
2. Nature of Leave applied for :: -----
3. Period of Leave applied for :: From-----To-----
4. Sunday and Holidays, if any,
Proposed to prefixed/suffixed to leave :: -----
5. Ground on which leave is applied for :: -----
6. I proposed/do not propose to avail my self
of LTC for the Block Year during the
ensuring leave. :: -----
7. Address during the leave :: -----

8. Remarks/Recommendations of the
Department/Section – in – Charge :: -----

Signature of the Applicant
(With Date)

Signature of the Department/Section
in – Charge
(With Date)

CERTIFICATE REGARDING ADMISSIBILITY OF LEVEL

9. Certified that-----leave for Dr./Mr./Mrs-----
From-----To-----is admissible and may be granted.
10. Order of the principal

Section Officer (Administration) Granted
Principal

SRI VENKATESWARA COLLEGE
(UNIVERSITY OF DELHI)

Ref No : SVC/Admn/P/

MEMORANDUM

Date ::-----

Dr/Mr/Ms-----Designation-----working in the
College is granted leave as per the details given here under :

- | 1. <u>Nature of the Leave</u> | <u>From</u> | <u>To</u> |
|--------------------------------------|--------------------|------------------|
| a) Earned Leave for -----days | ----- | ----- |
| b) Half Pay Leave for -----days | ----- | ----- |
| c) Commuted Leave For -----days | ----- | ----- |
| d) EOL Leave (without pay) -----days | ----- | ----- |

With permission to leave Headquarters and Prefix/Suffix Sunday and Public Holidays.

1. No extension of Leave will be granted.
2. On the expiry of Leave he/she is expected to returned to same post.
3. HRA and CCA re – admissible subject to the production of the necessary certificate.

Principal