

तमिलनाडु केन्द्रीय विश्वविद्यालय

(संसद द्वारा पारित अधिनियम 2009के अंतर्गत स्थापित)

CENTRAL UNIVERSITY OF TAMIL NADU

(Established by an Act of Parliament, 2009)

नीलक्कुडी परिसर/Neelakudi

Campus, कंगलान्चेरी/Kangalancherry, तिरुवारूर/Thiruvapur - 610 101

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अर्जित छुट्टी / अर्ध वेतन छुट्टी / परिवर्तित छुट्टी / अर्जन शोध्य छुट्टी के लिए आवेदन पत्र

Application Form for Earned Leave/Half Pay Leave/Commuted Leave/Leave Not Due

(See Supplementary Rule 216)

1. कर्मचारी का नाम एवं पदनाम (बड़े अक्षरों में):

Name of the Employee with Designation (in Capital Letters) :

2. कर्मचारी पहचान सं. / Employee No. :

3. विभाग / कार्यालय / अनुभाग का नाम

Name of the Dept./Office/Section :

4. स्थायी / परीक्षा / अस्थायी / प्रतिनियुक्ति नियुक्ति

Whether Permanent/Probation/Temporary/Deputation :

5. छुट्टी का प्रकार एवं दिनों की संख्या

Nature of leave applied for and Number of days with :

अवधि /Period _____ from _____ से to _____ तक [____दिन]

उपसर्ग लगाना/ Prefixing _____ /प्रत्यय लगाना/ Suffixing _____

6. छुट्टी माँगने का उद्देश्य / Purpose for which leave is required (Ground) :

7. पिछले छुट्टी का विवरण Details of leave last availed :

8. छुट्टी की अवधि के दौरान पता, यदि स्वीकृत की जाती है तो / Leave Address, if granted:

9. I propose/do not propose to avail myself of Leave Travel Concession for the block yearduring the ensuing leave.

10. (a) I undertake to refund the difference between the leave salary drawn during leave on average pay/commuted leave and that admissible during leave on half average pay/ half pay leave which would not have been admissible had the provision of F.R.81(b)(ii)Rule11(c),(iii) of the revised leave rules,1933,not been applied in the event of my retirement from service at the end or during the currency of the leave.

(b) I undertake to refund the leave salary drawn during "leave not due" which would not have been admissible had F.R.81(c)/Rule 11(d) of the revised leave rules,1933 not been applied in the event of my voluntary retirement or resignation from service at any time until I earn half pay leave not less than the amount of leave not due availed of by me.

11. For Faculty Members only:

Classes / Duty (if any) Hour of the Day	Alternate arrangement made or with Faculty Member	Signature of the Faculty Member undertaken

दिनांक /Date:

आवेदक के हस्ताक्षर /Signature of the applicant

संस्तुत /Recommended/ / असंस्तुत Not recommended

Signature & Designation of the Officer

कार्मिक अनुभाग का प्रयोग के लिए / For use in the Office of the Personnel Section

सत्यापित किया जाता है कि /Verified that _____ दिनों/Days _____ छुट्टी कर्मचारी के खाते में शेष है
leave is at credit as on _____ to him/her.

छुट्टी संस्वीकृत / Leave Sanctioned / असंस्वीकृत / Not Sanctioned

संबंधित सहायक/Dealing Assistant

कुलसचिव/Registrar