

# SRI CHANDRASEKHARENDRA SARASWATHI VISWA MAHAVIDYALAYA

(University Established under section 3 of UGC Act 1956)  
Enathur, Kanchipuram – 631 561

## **LEAVE APPLICATION FORM FOR NON-TEACHING STAFF** **EARNED LEAVE / MEDICAL LEAVE / MATERNITY LEAVE / PATERNITY LEAVE**

Name of the Applicant :  
Designation :  
Department / Section :  
Whether Regular / Temporary / Contract :  
Nature of leave applied for :  
Reason for Leave :

Leave applied for  
(No. of days)

From

To

Leave at Credit

Balance

**Signature of the Applicant**

**Date of Application:**

### **FOR OFFICE USE ONLY**

Whether EL/ML/PL/ME.LE applied as per norms :

Whether medical certificate submitted :

(in case of ML/PL)

Recommendation & Signature of the HOD :

Recommendation & Signature of the Dean :

Noted to  
Vice Chancellor

**Signature of Leave Sanctioning authority**  
**Registrar**

Date: