

PART "A"

APPLICATION FOR EXTENSION OF SERVICE BEYOND 57 YEARS OF AGE UNDER SECTION 75 OF THE UNIVERSITIES (AMENDMENT) ACT NO. 57 OF 2009.

- 01.** Name of Applicant :
- 02.** Post :
- 03.** Place of work :

Year	Month	Date

04. Date of Birth : **06.** Age at that time

05. Next Birthday : **06.** Age at that time

07. Date of First Appointment of the University Service } **06.** Age at that time

- 08.** (I) Period of the bond if you are bound to serve under the bond, if any }
 (II) The date on which the bond Expires }
09. Whether any disciplinary action is instituted against you , if not, whether any disciplinary action is pending }

I hereby apply for an extension of my service by one year beyond my age of years. In the event of an extension of service being granted, I hereby undertake to notify the * Chief Executive officer of the UGC/ University/ Campus/ Institute/ as the case may be through the Head of the Academic Department/ Department/ Division/ of my final retirement from service at least before 03 month of such retirement or before availing of myself of leave preparatory to retirement whichever is earlier.

Date :.....

.....
Signature of the Applicant

* Delete whatever not applicable.

PART “B”

(For the use of the Head of the Academic Department / Department/ Division)

Head of the Academic department / Department/ Division,

Please let me have your observations in this request for extension of service together with the following particulars.

.....
**Secretary, UGC/ Registrar, University/ Rector,
Campus/ Director, Institute.**

Note : It will be presumed that the Head of the Academic Department/ Department/ Division will consult the Dean concerned if applicable before completing this part.

- 01.** Observations on the work, attendance and conduct of the applicant:
(Indicate the steps taken by you if the work, attendance and conduct of the employee has been unsatisfactory)

- 02.** (I) Whether he/ she possesses special skills and training:

(II) Whether he/ she is engaged in any work which has not completed and whether there will be any inconvenience by getting the work done by his successor?

- 03.** If the extension is not recommended, please give reasons

.....
Head of the Academic Department/ Department/ Division

Date :

PART “ C “

**REPORT OF THE SECRETARY, UGC/ REGISTRAR, UNIVERSITY/ RECTOR, CAMPUS/
DIRECTOR, INSTITUTE**

The particulars given from No. 01 to 09 in Part “A “ of the application have been checked and found correct and considered the recommendation of the report given in Part “ B “.

Extension of service is **recommended / not recommended.**

.....
**Secretary, UGC/ Registrar, University/
Rector, Campus/ Director, Institute.**

.....
**Chairman, UGC/ Vice Chancellor, University
Date -**

* Delete whatever not applicable.