



**APPLICATION FOR EXTENSION OF SERVICE BEYOND 57 YEARS OF AGE
UNDER SECTION 75 OF THE UNIVERSITIES ACT NO. 16 OF 1978**

PART "A"

01. Name of applicant :

02. Post :

03. Place of work :

04. Date of birth :

05. Next birthday :

07. Date of first appointment
to the University Service :

Year	Month	Date

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 months 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 that will be any inconvenience by getting the work done by his successor.

03. The extension is recommended/not recommended.

If the extension is not recommended, please give reasons :

Date :

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

PART "C"

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

The particulars given from No. 01 to No. 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. *

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

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

Date :

* Delete whatever not applicable.