



*Your Dreams Our Goal*  
**POORNIMA**  
**UNIVERSITY**

E23

Member of Association of Indian Universities & Approved by UGC (Govt. of India) under 2(f) & 12(B)

**APPLICATION FORM FOR RESOLVING ADMINISTRATIVE ISSUES**

(TO BE SUBMITTED TO REGISTRAR OFFICE ONLY)

Name of faculty/staff.....Employee code.....

School .....Department .....

Date of Joining.....

I have query regarding:

S. No.	Query	Period / Duration	Tick the appropriate one	Urgency of Issues		
				High	Moderate	Low
A	Working days					
B	Leave/OD					
C.1	Salary Related					
C.2	Salary Slip					
C.3	Salary Deduction					
D	PF/ESI					
E	Experience Certificate* Requirement					

Describe your query .....

.....

.....

Purpose (for Serial No. C2 & E) .....

.....

Signature of Employee..... Date : .....

Signature of Receiver ..... Date : .....

\* Reporting and reviewing officer signature required for Serial No. E.

Signature of Reporting Officer

Signature of Reviewing Officer



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**INFORMATION REGARDING PURSUING; HIGHER EDUCATION**

Session - 20....-.....

(TO BE SUBMITTED TO REGISTRAR OFFICE ONLY)

Name of faculty/staff.....Employee code.....

School .....Department .....

Date of Joining.....

I am pursuing :

Name of Higher Degree : .....

Duration of Degree: .....Type of Degree: Full Time  Part Time

Present Status :                      Already Selected                       Under Process

Institution / University : .....

While pursuing higher degree I want following support from PU:

.....

.....

.....

Signature of employee

Recommendation by :

HoD ..... Signature by HoD .....

Dean ..... Signature by Dean .....

Pro-President (I/C) ..... Signature by .....  
Pro-President (I/C)

Approval by President .....

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