

JAGAT GURU NANAK DEV PUNJAB STATE OPEN UNIVERSITY, PATIALA

Application for permission to leave the Examination Centre

**(To be submitted under Registered Cover to the Supdt. (Exams), Examination Branch
(JGND-PSOU, PATIALA-147001))**

1. Name of the Superintendent _____
2. Name of the examination _____
3. Name of the Centre _____
(Mention station and centre No.)
4. Days/Date on which leave is required _____
5. Reason for leave _____
6. Whether going out of station or not _____
7. Person recommended to act
Superintendent during the period of leave { Name _____
Qualifications _____
Age _____
Address _____
8. Person recommended as Deputy
Superintendent (in case the one already
appointed is Recommended against
Serial No.7 above) { Name _____
Qualifications _____
Age _____
Address _____

Recommendations of the
Chief Controller/ Principal

(Signature of the center supdt.)

Permanent Address _____

Signature of Controller of
Examinations, JGND PSOU

Date _____

Note:- Leave will not be granted unless the application is received in the university office well in time and duly recommended by the Chief Controller/ Principal of local Exam Centre.

(For use in the University office)

1. Leave to the Centre Superintendent may kindly be sanctioned for _____ (date) and the duty assignment of Shri _____ to act as Centre Superintendent during this period may also be approved.

Controller of Exams
JGND PSOU, Patiala