



REGISTRAR

# ANNA UNIVERSITY

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Circular No.KDC/Leave/online/2019-20

Date : 29.01.2020

## CIRCULAR

Sub: KDC – Application for CL/RH/Earned Leave/Medical Leave through online mode – AdaMS – Reg.

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All Teaching, Administrative and Technical Staff members of University are requested to apply all types of leave (Casual Leave/ Restricted Holiday/ Earned Leave/ Medical Leave) through online only. This process is compulsory with effect from 01.01.2020. Manual application will not be accepted hereafter.

The authorities are requested to instruct the staff members to apply all types of leave through online from 01.01.2020 onwards, though manual application had been submitted. For Medical Leave scanned copy of Medical Certificate has to be upload at the time of applying or afterwards. For Earned Leave joining report has to be generated by clicking joining process and for Medical Leave Fitness Certificate has to be uploaded along with generation of joining report.



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*D. S. S. S.*  
29.1.2020

**Note:** The Group C and Group D staff members are requested to get assistance, if required from their Unit office staff members for applying and uploading the leave application through online.

### To:

All the Deans/Directors of Centres/ Head of Departments/Division Heads  
The Controller of Examinations, Anna University, Chennai  
The Additional Controller of Examinations  
The Finance Officer  
The Deputy Registrar (Personnel)/(Finance)/(Salary)  
All Section Heads  
The Director, Knowledge Data Centre, Anna University, Chennai  
The P.S. to the Vice - Chancellor, Anna University, Chennai.  
The P.A. to the Registrar, Anna University, Chennai.