

Vice-Chancellor
University of Jaffna

Through: Dean, Faculty of

Head, Department of

Dear Sir/Madam,

REQUEST FOREXTENSION OF PROBATIONARY PERIOD

I am,, a Lecturer (Probationary) inat the Department of since I have completedyears of probationary period on and I registered for/ am following a postgraduate degree/ PhD programme at the (annexed the relevant documents).

Therefore, I earnestly request you to extend my probationary period by further period of one year from to enable me to complete my postgraduate degree/ PhD programme.

Yours faithfully

.....
(Name & Signature)

Date:

Dean, Faculty of

Mr./Ms./Rev. is a Lecturer (Probationary) inat the Department of I recommend/ do not recommend to extend his/her probationary period by further period of one year with effect from A detailed report is annexed.

.....
Signature & Seal of the Head of the Department

Date:

Vice-Chancellor,

I recommend/ *do not recommend to extend the probationary period.

.....
Signature & Seal of the Dean of the Faculty

Date:.....

Deputy Registrar, Academic Establishments

I approve/ *do not approve the recommendation made by the Head of the Department and Dean of the Faculty. Please place a memo to the Leave and Award Committee for its recommendation to the University Council.

.....
Signature & Seal of the Vice-Chancellor

Date:

* Indicate the reason for not recommending/ approving