COLLEGE OF ENGINEERING, ADOOR

Application for casual leave

1	Name		
1. 2.	Designation & Dept.	•	
 3. 	Period of Leave applied with date	· dove on/from	to
<i>3</i> . 4.	No. of Casual Leave already availed		
5.	Reason for leave	: personal /(other- specify)	
<i>5</i> . 6.	Details of substitute arrangement made		
0.	Details of substitute arrangement made	(ii aiiy)	
Date		Sig	natuer of Applicant
	ommended/ not recommended nature of HOD		
Sancti		ioned / not sanctioned	Signature of sanctioning authority
			Signature of sanctioning authority
		E OF ENGINEERING, ADOOR lication for casual leave	
	 		
7.	Name	:	
8.	Designation & Dept.	:	
9.	Period of Leave applied with date	: days on/from	to
	No. of Casual Leave already availed	: days	
11.	Reason for leave	: personal /(other- specify)	
12.	Details of substitute arrangement made	(if any)	
Dat	e	Sig	natuer of Applicant
	ommended/ not recommended		
Signature of HOD		ioned / not sanctioned	
	Sanci	ioned / not sanctioned	Signature of sanctioning authority
	Collegi	E OF ENGINEERING, ADOOR	
		E OF ENGINEERING, ADOOR lication for casual leave	
13.			
	<u>App</u>		
14.	Name		to
14. 15.	Name Designation & Dept.	ication for casual leave : : :days on/from	to
14. 15. 16.	Name Designation & Dept. Period of Leave applied with date	ication for casual leave : : :days on/from	to
14. 15. 16. 17.	Name Designation & Dept. Period of Leave applied with date No. of Casual Leave already availed	: days on/from : mersonal /(other- specify)	to
14. 15. 16. 17.	Name Designation & Dept. Period of Leave applied with date No. of Casual Leave already availed Reason for leave Details of substitute arrangement made	: : days on/from : metal days on/from days : personal /(other-specify) (if any)	tonatuer of Applicant
14. 15. 16. 17. 18.	Name Designation & Dept. Period of Leave applied with date No. of Casual Leave already availed Reason for leave Details of substitute arrangement made	: : days on/from : metal days on/from days : personal /(other-specify) (if any)	

Sanctioned / not sanctioned
Signature of sanctioning authority