

COLLEGE OF ENGINEERING, ADOOR
Application for casual leave

1. Name :
2. Designation & Dept. :
3. Period of Leave applied with date : days on/from to
4. No. of Casual Leave already availed : days
5. Reason for leave : personal /(other- specify)
6. Details of substitute arrangement made (if any)

Date

Signatuer of Applicant

Recommended/ not recommended
Signature of HOD

Sanctioned / not sanctioned

Signature of sanctioning authority

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