

Leave Application Form

Employee Name: _____

Employee No : _____ Date: _____ Designation: _____

Type of leave	From (DD/ MM/ YY)	To (DD/ MM/ YY)	Available CL	Remarks (to be filled by Admin. Office)
Casual Leave				

- Do you have any class on the Date of Leave: Yes/No
- If yes, please indicate the rescheduled class: Date: _____ Time: _____

Signature:

Signature of HOD/Registrar:

Date:

Date:

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