



UNIVERSITY COLLEGE OF ENGINEERING VILLUPURAM

(A Constituent College of Anna University, Chennai)

LEAVE APPLICATION FORM

Casual Leave / Spl. Casual Leave / Restricted Holiday / Compensation Leave / Permission

Name of the Staff Member :

Designation :

Department :

Dates on which Leave Requested		Number of Days	Holiday Duty Attended on	Permission Requested on	Reason for Leave / Permission
From	To				

Alternative Duty Arrangements :

If Leaving the Head Quarters, Dates on which Permission Required
(Leave Address should be given)

: From To

Signature of the HOD with Date

Signature of the Staff Member with Date

FOR OFFICE USE

Entered in P.No. _____ of C.L.Register CL / Spl.C.L / RH / CPL / Permission may be granted.

S.Asst.

A.O.

Dean



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