

B.L.D.E.Association's
VACHANA PITAMAHA DR. P.G.HALAKATTI COLLEGE OF ENGINEERING & TECHNOLOGY, BIJAPUR.

LEAVE APPLICATION

Name:.....Designation:.....
 Department:.....Type of Leave: CL/EL/ML/Comt. L/DL.....
 From :.....To:.....Total number of days:.....
 Reason of Leave:.....
 During my absence.....will look after my work in addition to his/her duties
 Address of applicant during leave period:.....

CLASS ADJUSTMENT

Sl.No.	Day & Date	Subject & Sem.	Time	Arrangement made:	
				Name	Signature

Forwarded/Recommended	Signature of HoD	Signature of the applicant
Leave at credit:.....	Principal	Leave enjoyed:.....
Leave granted/Not granted		

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