

B.L.D.E. Association's

VACHANA PITAMAHA Dr. P.G.HALAKATTI COLLEGE OF ENGINEERING & TECHNOLOGY BIJAPUR

**LEAVE APPLICATION**

Date : \_\_\_\_\_

Name : \_\_\_\_\_ Designation : \_\_\_\_\_

Department : \_\_\_\_\_

Type of Leave C.L./E.L./M.L./Com.L/Stud.L/ \_\_\_\_\_

From : \_\_\_\_\_ to \_\_\_\_\_ Total \_\_\_\_\_ clay/day(s)

Reason of leave \_\_\_\_\_

During my absence Sri/Smt. \_\_\_\_\_ will look after my work in addition to his/her duties

Address of applicant for leave period \_\_\_\_\_

Signature of applicant

FORWARD/RECOMMENDED BY THE HEAD OF THE DEPT.

(FOR OFFICE USE ONLY)

Leave at Credit \_\_\_\_\_

Leave enjoyed \_\_\_\_\_ days.

GRANTED / NOT GRANTED

PRINCIPAL