

BLDEA's

Vachana Pitamaha Dr. P.G. Halakatti College of Engineering & Technology, Vijayapur – 586 103.

**Leave Application Form**

<b>Employee Name :</b>		<b>Employee Number :</b>		
<b>Designation :</b>		<b>Department :</b>		
<b>Reporting to : The Principal, BLDEACET, Vijayapur.</b>				
<b>Type of Leave CL / EL / Commutated Leave/Special Casual Leave</b>	<b>From DD/MM/YY</b>	<b>To DD/MM/YY</b>	<b>Total Number of Days</b>	<b>Reason for Leave</b>
<b>Signature :</b>		<b>Date :</b>	<b>Time :</b>	
<b>I will share his/her work load during his/her leave period</b>				
<b>Name :</b>		<b>Signature :</b>		
<b>Leave at Credit :</b>		<b>Leave enjoyed :</b>		
<b>Comments</b>		<b>Approved / Not Approved / Please Discuss</b>		
<b>Recommendation of HoD</b>				
<b>Recommendation of Principal</b>				