



**UNIVERSITY COLLEGE OF ENGINEERING, PANRUTI**

**LEAVE / PERMISSION APPLICATION**

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

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

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

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

Type of leave : (CL / OD / RH / COMPENSATION LEAVE / PERMISSION)

Leave availed : \_\_\_\_\_, Leave at Credit : \_\_\_\_\_

No. of days of leave required : From \_\_\_\_\_ To \_\_\_\_\_ Total No. of Days: \_\_\_\_\_

Permission: Date: \_\_\_\_\_, Time From \_\_\_\_\_ To \_\_\_\_\_, No of Hours \_\_\_\_\_

Reason for leave/Permission : \_\_\_\_\_

Signature of the Applicant

Sanctioned / Not sanctioned

**DEAN**



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