



# SAPTHAGIRI COLLEGE OF ENGINEERING

Affiliated to VTU, Belagavi, and Recognized by AICTE, New Delhi

(Accredited by NAAC with 'A' Grade) (ISO 9001-2015 and 14001-2015 certified Institute)

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## PL FOR NON VACTIONAL STAFF

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Principal  
Sapthagiri College of Engineering  
14/5, Chikkasandra, Hesaraghatta Main Road  
Bengaluru - 560 057

# SAPTHAGIRI COLLEGE OF ENGINEERING

BANGALORE - 57

## 1328 LEAVE APPLICATION FORM

Technical & Other Non-Teaching Staff

Date :

Name :		Department :	
Designation :			
Type of Leave applied	CL / SL / PL / RH / ML / CPL / OOD		
No. of Days			
Dates	From	To	
Reason			
Signature of Staff applying leave :			
HOD's Remarks (if applicable)			
Recommended / Not Recommended		Signature	
No. of Leave in the Credit (To be entered by Est. section with initials)			
CL	OOD	PL	Others
Principal's Remarks			
Granted / Not Granted			
Signature of Principal			

# SAPTHAGIRI COLLEGE OF ENGINEERING

BANGALORE - 57

1325

## LEAVE APPLICATION FORM

Technical & Other Non-Teaching Staff

Date: 11/01/2021

Name : <u>Pragathi V</u>		Department : <u>Maths</u>	
Designation : <u>Asst. Prof</u>			
Type of Leave applied	CL / SL / PL / RH / ML / CPL / OOD		
No. of Days	<u>1/2 Day</u>		
Dates	From	To	
	<u>01/01/2021</u>	<u>1/2 morning Day</u>	
Reason	<u>Personal</u>		
Signature of Staff applying leave : <u>[Signature]</u>			
HOD's Remarks (if applicable)			
Recommended / Not Recommended	Signature <u>[Signature]</u>		
No. of Leave in the Credit (To be entered by Est. section with initials)			
CL	OOD	PL	Others
Principal's Remarks			
Granted / Not Granted			
Signature of Principal			