

PL for Non-Teaching Staff

Sl No	Contents	Page No
1	Blank Copy	1
2	Sample Copy	2


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

SAPTHAGIRI COLLEGE OF ENGINEERING

BANGALORE - 57

1351 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			

1347

LEAVE APPLICATION FORM

Technical & Other Non-Teaching Staff

Date: 17/6/22

Name: Bhagya.V		Department: Maths.	
Designation: allender.			
Type of Leave applied	CL / SL / PL / RH / ML / CPL / OOD		
No. of Days	4 days.		
Dates	From	To	
	13/6/22.	16/6/22.	
Reason	Personal		
Signature of Staff applying leave: 13			
HOD's Remarks (if applicable)			
Recommended / Not Recommended		Signature	
		①	
No. of Leave in the Credit (To be entered by Est. section with initials)			
CL	OOD	PL	Others
Principal's Remarks			
Granted / Not Granted			
<div style="text-align: right;">  Principal Sathagiri College of Engineering 14/5, Chikkasandra, Hesara Bengaluru - 560 0 </div>			