

Govt. Engineering College, AJMER
Academic leave/Casual Leave Application Form

1. Name of the Applicant
2. Designation & Department
3. No. of days applied with dates
4. Reason
5. Already availed (C.L.)
6. Address during leave & Phone No. (If any)

Class arrangements Made Hours

Date	I	II	III	IV	V	VI	

Initials of the substitute
 Remark of the H.O.D.

Date.....

Signature of the Applicant
 With date

Order of the Principal

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