

GOVT. ENGINEERING COLLEGE, AJMER

Application for Casual leave

Name Designation

Period of leave from to Type of leave: Casual leave / C.C.L.

No. of days..... Reason.....

Whether Head quarter leave permission needed.

Phone No. (If any)

Leave Address :

:

:

Date:

Signature.....

For Office Use only

Whether leave due..... Yes/No..... Days.....

Leave granted / Not granted.....

Reason for not granting leave.....

Dy. Resistrar / Principal

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