

SRI CHANDRASEKHARENDRA SARASWATHI VISWA MAHAVIDYALAYA

(University Established under section 3 of UGC Act 1956)
Enathur, Kanchipuram – 631 561

LEAVE APPLICATION FORM FOR TEACHING STAFF **CASUAL LEAVE / RESTRICTED HOLIDAYS / ON OTHER DUTY / DUTY LEAVE**

Name of the Applicant :
Designation :
Department / Section :
Whether Regular / Temporary / Contract :
Nature of leave applied for :
Reason for Leave :
Alternative class arrangement :

Date	Time	Alternate Person's Name	Acceptance Signature

HOD: Dean (Faculty of Science, Faculty of Eng., & Tech.):

Leave applied for
(No. of days)

From
To

Leave at Credit

Balance

Signature of the Applicant

Date of Application:

FOR OFFICE USE ONLY

Recommendation of the Head of the Department / Section

Signature of HOD :

Signature of Dean :

(Faculty of Science, Faculty of Eng., & Tech.,)

Noted to

Signature of Leave Sanctioning authority

Vice Chancellor

Dean

Date: