

SRI CHANDRASEKHARENDRA SARASWATHI VISWA MAHAVIDYALAYA

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

LEAVE APPLICATION FORM FOR NON-TEACHING STAFF

CASUAL LEAVE / RESTRICTED HOLIDAYS / ON OTHER DUTY / DUTY LEAVE / COMPENSATORY LEAVE

Name of the Applicant :

Designation :

Department / Section :

Whether Regular / Temporary / Contract :

Nature of leave applied for :

Reason for Leave :

Leave applied for
(No. of days)

From

To

Leave at Credit

Worked on (CH)

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

Vice Chancellor

Signature of Leave Sanctioning authority

Registrar

Date: