**A.D.J.DHARMAMBAL POLYTECHNIC COLLEGE, NAGAPATTINAM.**

**Application for – CL/SPL.CL/EL/VL/OD/C.off**

1.Name: : Date:

2.Designation :

3.Department :

4.No.of.days leave applied for :

From\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5.Reason for Leave :

6.Leave Address with Contact No :

7.Alternative arrangements for class work :

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Time | Class | Subjects Office Work | Arrangement made Staff Name & Signature |
|  |  |  |  |  |

Principal Head of the Dept. Signature

Should be accompanied by the Leave Record

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