

Attendance Register Sr. No.....

LEAVE APPLICATION FORM
BABA BANDA SINGH BAHADUR ENGINEERING COLLEGE
FATEHGARH SAHIB

Date.....

Name.....

Designation.....

Department.....

Nature of Leave :- Casual / Earned / Medical (Mark Tick Please)

Date of Leave :- From.....To..... Total Day.....

Time : From.....To.....

Reason of Leave :

Duties / Classes adjusted by :-

.....

Head's Recommendation :

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Signature of Applicant

Office Report :

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Signature of Dealing Hand

Supdt. (Establishment)

Leave Sanctioned/Not Sanctioned

Principal