



BAHUBALI COLLEGE OF ENGINEERING

SHRAVANABELAGOLA -573135

LEAVE APPLICATION

Date :

From :

Designation :

Dept :

To,
The Principal,
Bahubali College of Engineering,
Shraavanabelagola -573135

Sir,

Please grant medays C.L/R.H. OOD leave from..... to

(BDI) on the following grounds

Sri./Smt./Kum will look to my work during my absence on leave.

Thanking you,

Your's faithfully

Signature of the person
Agreeing for alternate arrangement

Signature of the applicant

Recommendation by the
Head of the Department
With Signature.....

FOR OFFICE USE

	Casual Leave	Restricted Holiday	On Official Duty	Medical Leave	CCL
1. No. of leaves available					
2. Leave Sanctioned so far					
3. Leave now required					
4. Balance					

.....
Section-in-charge(Est.)

Leave prayed for is granted / not granted as :

.....
Principal