

**COLLEGE OF ENGINEERING, MUTTATHARA**

**APPLICATION FOR CASUAL LEAVE**

1. Name of the applicant :
2. Designation :
3. No. of days of casual leave applied for & period :
4. Reason :
5. No. of days availed of including this :

Place: Muttathara

Date:

Signature of applicant

**Recommendation of Head of Dept. / Section**

Sanctioning authority

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# COLLEGE OF ENGINEERING, MUTTATHARA

## APPLICATION FOR LEAVE (COMMUTED LEAVE/EL/LWA)

1.	Name of Applicant	:	
2.	Date of Birth	:	
3.	Post Held	:	
4.	Name of Institution with Department / Section	:	
5.	Pay and Scale of pay	:	
6.	Date of Entry in regular service under CAPE	:	
7.	Nature and period of leave applied for and date from which required	:	
8.	Sunday and holidays if any proposed to be Prefixed/ Suffixed to leave	:	
9.	Ground on which leave is applied for	:	
10.	Date of return from last leave and the nature and period of that leave	:	
11.	Address during leave	:	

I undertake to refund the amount received in excess, if any towards the pay and allowance for the above leave period.

Signature of the applicant with date

Place:

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### **RECOMMENDATION OF THE AUTHORITY CONCERNED**

Signature  
Name and Designation of the  
recommendation authority

Place: Thiruvananthapuram

Date

For Office Use

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Leave Calculation:

