PSG College of Arts & Science
An Epitome for Quality Learning

Date:

APPLICATION FOR LEAVE – AIDED STAFF

Name :

Designation :

Department :

Please grant me leave as follows :

Category :   Casual / Earned
                 _____ Leave
                 UEL on MC/PA/On Duty

No. of day required :

Period :   From _____To_____
                 _____
                 On_____

Purpose :

No. of days already taken in this category

Signature

Forwarded / Sanctioned

HOD   PRINCIPAL   SECRETARY