



PSG College of Arts & Science
An Epitome for Quality Learning

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 :

From _____ To _____

Period :

On _____

Purpose :

No. of days already taken in this category

Signature

Forwarded / Sanctioned

HOD

PRINCIPAL

SECRETARY