

MAHARAJA'S TECHNOLOGICAL INSTITUTE

THRISSUR - 680 020



APPLICATION FOR CASUAL LEAVE / COMPENSATION OFF / DUTY LEAVE

1. Name of the Applicant	
2. Designation	
3. Number of days with dates for which leave is applied for	
4. Date of duty attended on which Duty leave / Compensation off applied for (Application for Comp. leave must be submitted before availing leave)	
5. Reason for Casual leave/ Compensation Off/ Duty leave	
6. Number of casual leave / Compensation off/ Duty leave already availed during this calendar year	
7. Signature of applicant with date	
8. Recommendation of Head of Department (Substitute arrangement must be done before recommendation)	
9. Orders of the Principal	

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