



**OFFICE OF THE DIRECTOR-CUM-PRINCIPAL
MAHATMA GANDHI GOVT. ENGG. COLLEGE KOTLA (JEORI)
TEHSIL RAMPUR, DISTRICT SHIMLA, HIMACHAL PRADESH**

Application Performa for Casual/Restricted/Special/Medical/Compensatory Leave

1. Name of Applicant _____
2. Designation _____
3. Kind of Leave-Casual / R.H./
Compensatory/special Leave/
Medical Leave _____
4. Period/ date of leave _____
5. Purpose of Leave _____
6. Prefix/suffix Gazetted holiday _____
7. Permission to leave station _____ Yes/No
Station leave _____ w.e.f _____ to _____
8. Address along with Mobile _____
Number during the leave period _____

9. Detail of class arrangement during leave

Date	Class	Period	To be engaged by faculty	Signature

(Signature of Applicant)

Recommended/ Not Recommended

Head of Department/Office Incharge

No. of C.L. /RH/Comp Leave/Special Leave/
Medical Leave available _____

Supdt(Gr-I)/Sr. Assistant

Sanctioned/Not Sanctioned

Director/Principal