



**Jawaharlal Nehru Government Engineering College
Sundernagar (H.P.)-175018**

Application Performa for Casual leave/R.H./Compensatory Leave

1. Name: _____ & Designation _____
2. Kind of Leave and Date: _____ DATE _____ (dd/mm/yyyy)
3. Purpose of Leave: _____
4. C.L./R.H/Comp. Leave already
Availed during the current year _____
5. Prefix/Suffix being Sunday
or Gazetted Holiday _____
6. Class Arrangement Made:

Sr. No.	Lecture/Practical/ Work Allotted	Date and Time slot	Alternative Arrangement (Name of Faculty/Staff)	Signature of Faculty/Staff with whom arrangement is made
1				
2				
3				
4				
5				

7. Address during the Leave (Including Mobile No.) _____

Signature of Applicant (With Date)

Recommended/Not Recommended
HOD/OIC

Approved/Not Approved
Director/Principal