



OFFICE OF THE DIRECTOR CUM PRINCIPAL
Rajiv Gandhi Govt. Engineering College, Kangra
(at Nagrota Bagwan), Distt. Kangra 176047 (Himachal Pradesh)

Performa for Casual Leave/Restricted Leave/Special leave/Compensatory Leave

1. Name of Officer/Official :
2. Designation :
3. Date(s) & Duration of Leave :
4. Purpose :
5. Address during the leave :
6. Mobile No. :

Dated:

Signature of applicant

Sig. & Comments of Recommending Incharge

For office use: Leave applied for by the Officer/Official for _____ days (i.e. C/L _____, R/L _____, Special Leave _____ & Comp. Leave _____ is hereby sanctioned & entered in Casual Leave Register at Page No. _____.

Director-cum-Principal
RGGEC, Kangra

Class Adjustment (applicable for faculty only): Will be returned to concerned H.O.D./O.I.C. after signature by Director cum Principal

S. No.	Course name/code	Date	Timing	Name of the faculty	Sign of Faculty

Name & Sig. of applicant

Sig. of Director cum Principal