



**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

Whether class arrangement made by leave applicant? Yes/No (concerned OIC/HOD may tick)

**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**

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**Class Adjustment (applicable for faculty only):** Concerned OIC/HoD may keep pic/copy of below mentioned class arrangement for their record/information. Please don't cut this portion of application.

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

Name & Sig. of applicant