

DEPARTMENT OF ELECTRICAL ENGINEERING, IIT KANPUR
CASUAL LEAVE APPLICATION

DATE: _____

To HOD, EE/ACES

1. Personal File No. : _____
2. Name : _____
3. Designation : _____
4. Leave applied for : _____ days from _____ to _____
5. Purpose/Comments : _____
6. Leave Address if : _____
going out of station _____
7. Alternate arrangement: _____

Leave Sanctioned or not:
(Head, EE/ACES)

Signature

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