



# COLLEGE OF ENGINEERING CHERTHALA

Issue No. / Date: 01/10.02.2017

APPLICATION FOR CASUAL  
LEAVE

COEC/ISO/ADMN/204 B

Revn. No. / Date:00

1. Name :
2. Designation& Department :
3. Regular/Contract :
4. Period in days with date :
5. No. Casual Leave already availed of :
6. Reason for leave :
7. Work as the table and adjust  
with signature of the adjusted faculties :

Date:

Signature of applicant

Recommendation of the  
Head department

Sanctioned

PRINCIPAL