



MEENAKSHI ARTS & SCIENCE COLLEGE

(A Co-Educational Institution, Affiliated to Madurai Kamaraj University, Madurai & Approved LSC, DDE-MKU)

Palani Road, Magarai Pirivu, M.Ammapatti Post, Dindigul – 624 622

STAFF's LEAVE APPLICATION FORM



Sl. No:

Name of the Faculty					
Designation					
Department	Tamil / English / History / Commerce & CA / CS / Maths / Phy. Edu.				
Date of Leave	On / From			To	
No of Days/Hours					
Type of Leave	CL / LoP / ML / EL / OD / Permission				
Reason					
Details of Work Adjustment	Period	Class	Subject	Faculty Initial/Name	Sign
Date:					
Date:					
Date:					
Date:					
Date:					
No of days availed so far					
Signature of the Application					
Date & Mode of Requisition					
Remarks (if any)	Recommended / Not Recommended Comment (if any):				

HoD

Vice-Principal

Manager

Principal
Approving Authority