



**SHAHEED UDHAM SINGH COLLEGE OF ENGINEERING & TECHNOLOGY**  
**TANGORI (MOHALI) PUNJAB**  
**LEAVE APPLICATION FORM**

No. ....

Name ..... Designation .....

Leave applied for : CL/RH/Compensatory Leave.....

Leave Period from ..... to .....

Reason for Leave .....

Arrangement of Classes/Duties .....

.....

Address & Phone No. during leave period .....

.....

**(Signature of Applicant)**

**Recommendation by HOD/ Deptt. Incharge**

**(Signature of HOD)**

Leave Sanctioned

**(Signature of Principal/Director)**