



**UNIVERSITY COLLEGE OF ENGINEERING KANCHEEPURAM**  
(A Constituent College of Anna University Chennai)  
Ponnerikarai, Kanchipuram – 631 552

**Casual Leave / OD / SCL / CPL / RH /VL/ Permission**

Name of the Staff Member :  
Designation & Department :  
CL/RH/Permission so far availed:

Dates on which Leave is Required		Holiday Duty Attended on (With reason)	Permission requested on		Reason for Leave / Permission
From	To		DATE	TIME	
Specify Number of Days					

Alternative Duty Arrangements: Please provide the details at the backside of the form

HOD i/c / AR

SIGNATURE OF THE STAFF MEMBER WITH DATE

GRANTED / NOT GRANTED

DEAN



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**ALTERNATE DUTY ARRANGEMENTS**

Date	Branch	Alternate Staff Deputed	Subject	Hour with Time	Sign of Alternate Staff

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**ALTERNATE DUTY ARRANGEMENTS**

Date	Branch	Alternate Staff Deputed	Subject	Hour with Time	Sign of Alternate Staff

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