



COLLEGE OF ENGINEERING THALASSERY

Issue No./ Date : 01/22/09/2016

APPLICATION FOR CASUAL LEAVE

COET/ISO/ADMN/204 B

Revn. No./ Date : 01/03/07/2017

1. Name and Designation :

2. Designation :

3. Department :

4. No. and Date of Casual Leave :

5. Reason for Leave :

6. Details of Saturday/Sunday /
Holiday/Prefixed/Suffixed :

7. No. of Days of Casual Leave taken :

Class-Work as per Time table and Work Arrangement

Sl. No.	Subject	Class	Hour	Arranged with	Sign

8. Signature with Date :

9. Recommendation of HOD/AO :

10. Order of Principal :