



ANNA UNIVERSITY CHENNAI
UNIVERSITY COLLEGE OF ENGINEERING, THIRUKKUVALAI
THIRUKKUVALAI-610204

Non-Teaching Staff-Leave Application

Name of the Staff :
Employee code :
Designation /Department :
Nature of leave : CL/OD/LP/RH
No.of days availed so far :
Leave required : From _____ To _____ Days: _____
Purpose :

Date: Signature of the Staff

HOD(i/c)

DEAN(i/c)



ANNA UNIVERSITY CHENNAI
UNIVERSITY COLLEGE OF ENGINEERING, THIRUKKUVALAI
THIRUKKUVALAI-610204

Non-Teaching Staff-Leave Application

Name of the Staff :
Employee code :
Designation /Department :
Nature of leave : CL/OD/LP/RH
No.of days availed so far :
Leave required : From _____ To _____ Days: _____
Purpose :

Date: Signature of the Staff

HOD(i/c)

DEAN(i/c)