



Avinashilingam Institute for Home Science and Higher Education for Women

(Deemed to be University under Category 'A' by MHRD, Estd. u/s 3 of UGC Act 1956)
Re-accredited with 'A+' Grade by NAAC. Recognised by UGC Under Section 12 B
Coimbatore - 641 043, Tamil Nadu, India

School of Engineering

(Approved by AICTE)
Ayya Avinashilingam Nagar, Varapalayam, Thadagam post, Coimbatore-641 108. Tamil Nadu

APPLICATION FOR CASUAL LEAVE – NON TEACHING

Name :

Designation and Department :

Casual Leave for.....day(s) on / from.....to.....

Purpose:

Whether applicant propose to leave headquarters during casual leave.....

Alternate arrangements:

Date :

Signature of applicant
with date

FOR OFFICE USE ONLY

No. of CL already availed of.....

No. of CL still at credit of.....

No. of CL entered in the CL Register vide Page No:.....

Head of the Department	
Name	Signature with Date

Dean, Engineering