



BISHOP HEBER COLLEGE (AUTONOMOUS)
(Nationally Reaccredited with 'A' Grade by NAAC with a CGPA of 3.58 out of 4)
(Recognized by UGC as "College with Potential for Excellence")
TIRUCHIRAPPALLI - 620 017.

**APPLICATION FOR LEAVE
(AIDED)**

01. Name :

02. Designation and Department :

03. Nature of Leave :

04. Reasons :

05. Duration & Date

No. of Days :	From :	To :
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06. Postal Address during the leave Period with nearest Telephone office, Phone No. & Mobile No.

07. Alternative Arrangement :

Date	Hour	Class	Engaged by	Initial of the substitute

08. Signature of the Applicant :

09. Recommendation of the Head of the Department with date :

Place : _____ Date : _____

10. No. of days Leave :

Availed :	Balance: :
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PRINCIPAL

Note: Prior sanction of *the Principal* is required except in case of sudden illness or emergency.