



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
(SELF - FINANCED SECTION)

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 :
<input type="text"/>	

10. No. of days Leave

:

Availed :	Balance :
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VICE-PRINCIPAL (SF)

Note: Prior sanction of the *Vice-Principal (SF)* is required except in case of sudden illness or emergency.

PRINCIPAL