

T. K. M. College of Engineering, Kollam-5
APPLICATION FOR DUTY LEAVE

1. Name of Applicant :
2. Designation :
3. Branch :
4. Period of leave applied for
and date from which required :
5. Purpose of leave (full details to be
furnished. If in connection with
conduct of examinations, Name of
examination, Name of centre,
Station etc, to be furnished) :
6. Name of Authority who has
requisitioned for the service of
the applicant and number and date
of communication by which
requisitioned. :

Date :

Sd/-

Remarks and/or recommendation of the head of the department

Signature (with date)
Designation.