



K.S. SCHOOL OF ENGINEERING AND MANAGEMENT

BENGALURU - 560 109

STAFF LEAVE FORM

Name : NISHANTH. NAG.H.D	Date : 15 / 2 / 21
No. of Days : 08	Department : ME
Leave Applied From : 23/2/21	To : 2/3/21

Category Leave

CL	SCL	Compensatory Leave	VL / EL	Other <input checked="" type="checkbox"/> Marriage Leave
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Reason for Leave applied : Marriage Leave.

Contact No. 7411227855	Recommended / Not Recommended
Signature of the Employee <i>Nishanth Nag HD 9/2/21</i>	<i>Chakraborty P 15/2/21</i> HOD

OFFICE

Leave at credit :days	<input checked="" type="checkbox"/> Approved / Not Approved
Applied : 08 07days	
Balance : days	<i>Principals</i> Principal

Alternate Arrangement

Date	Class / Lab	Timings	Subject	Name	Sign
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To
The Principal
K.S.S.E.M.
Bangalore.

15th February 2021
Bangalore

Through
Head of the Department
Dept. of Mechanical Engineering.
K.S.S.E.M., Bangalore.

From
Nishanth. Nag. H.D
Assistant Professor
Dept. of Mechanical Engineering.
K.S.S.E.M.

Respected Sir,

Subject: Requesting leave for my marriage

With respect to the above subject I would like to bring to your kind notice that my marriage is scheduled on 22/2/21 at Shimoga. Hence, I hereby request you to grant leave as per the institutional norms.

All the preassigned tasks have been completed till date to the best of my knowledge and alternative arrangements are made for the further works.

I am attaching a copy of my marriage invitation for your kind reference and perusal. Kindly do the needful in this regard.

Thanking you,

Yours sincerely

Nishanth Nag HD

[Nishanth Nag HD].

Forwarded to Principal Sir

Checked: R, 15/2/21

Permitted

K. R. Rao

16/2/2021