Basantika Institute of Engineering and Technology (Polytechnic)
LEAVE APPLIATION FORM

To
The Principal/Director/OIC
Basantika Institute of Engineering & Technology (Polytechnic)
Ganpur, Birbhum, Pin – 731216

Date: _____

Sir,
I beg to state that, I am _____ working as a _____ in _____ department, like to taken _____ day(s) leave from _____ to _____ as CL/CCL/EL/ML due to _____.
Please grant me the leave and obliged thereby.
Thanks & Regards,

NOTE: Date against which the CCL is claimed _____ The person(s) who will be in charge in my position is are _____of _____

_____	_____	_____	_____
Teacher who will adjust load	H.O.D	H.R Department	Principal/Director/OIC

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