

## LEAVE APPLICATION FORM

Date of Application: 28-11-2023

**Employee Name: KOLLI NAVEEN** 

Employee ID: 170807

Designation: Lab Technician

Department: School of Technology

Manager: Dr. Kiran K Ravulakollu

Leave Start Date: 29-11-2023

Leave End Date: 29-11-2023

Number of days of leave: 1.0

Reason For Leave: Personal

Work Done By: Mr Praveen

Nature Of Leave: Sick Leave

Compensatory Leave Dates: Not Applicable

Manager Approval: approved

**Employee Signature** 

K. Rally

Date: 28-11-2023

Manager Signature

Date: 29-12-2023