NRI INSTITUTE OF TECHNOLOGY

(Approved by AICTE, New Delhi :: Affiliated to JNTUK, Kakinada)
An ISO 9001 : 2008 Certified Institution
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Application For- Casual Leave			**Date:**
Name of the Employee:			
Designation		**Department**	ADMIN
Number of Days Applied			Casual
From		**To**	
Reason			
E-mail	@gmail.com		
phone number:			
Address During Leave Period			
Class Work Adjustment particulars	Please see overleaf		
Signature of the Applicant | Head of the Department | Principal			

For Office Use Only

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E-mail	@gmail.com		
phone number:			
Address During Leave Period			
Head of the Department | Administrative Officer | Principal			