

**DEPARTMENT OF ELECTRICAL ENGINEERING, IIT KANPUR**  
**CASUAL LEAVE APPLICATION**

**DATE:** \_\_\_\_\_

**To HOD, EE/ACES**

1. Personal File No. : \_\_\_\_\_
2. Name : \_\_\_\_\_
3. Designation : \_\_\_\_\_
4. Leave applied for : \_\_\_\_\_ days from \_\_\_\_\_ to \_\_\_\_\_
5. Purpose/Comments : \_\_\_\_\_
6. Leave Address if : \_\_\_\_\_  
going out of station \_\_\_\_\_
7. Alternate arrangement: \_\_\_\_\_

***Leave Sanctioned or not:***  
**(Head, EE/ACES)**

Signature

**To HOD, EE/ACES**

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Signature