



INSTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)

Dundigal - 500 043, Hyderabad, Telangana

Leave Application Form: Non-Teaching

Date:

Name			
Employee ID			
Department			
Designation			
Type of Leave	CL / ML / CCL	No. of Day's	
From Date		To Date	
Person I/C in Absence			
Apply Date			
Reason			
Leave Address			
* Name and Signature of Deputy HOD / Vice-Principal			
* Acceptance of Deputy HOD / Vice-Principal	Accepted / Not Accepted		
* Name and Signature of HOD / Principal			
* Comments of HOD / Principal			
* Principal / Vice-Principal Approval Status	Granted / Not Granted		
PRINCIPAL			

*** As per case may be**