



SENTHIL COLLEGE OF EDUCATION

Accredited with NAAC "B" Grade

Affiliated to Tamil Nadu Teachers Education University, Chennai

PeriyavadaVadi, Vridhachalam-606104.

Cuddalore District, Tamil Nadu, India

On-duty Leave Application Form

To

The Principal (Academic)

Sir,

Kindly allow me to avail On-duty leave from..... to.....for.....days as:

I have to attend the (event name).....to be held

at.....for

.....(The proof for attending the event must be attached).

(Signature)

Name:

Date:

For Official use

Recommended by: Principal