**BABA BANDA SINGH BAHADUR ENGG. COLLEGE, FATEHGARH SAHIB**

**FORMAT FOR APPLYING LEAVE**

**YEAR : 2020**

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| EMP CODE | DEPT/  SECTION | NAME & DESIGNATION | NATURE OF LEAVE | DATE & TIME OF LEAVE | REASON FOR LEAVE | DUTIES/ CLASSES  ADJUSTED BY | REC OF HOD/  SECTION HEAD | REMARKS OF SUPDT. ESTB. | ALREADY AVAILED IN 2020 | | | |
| CL | RH | EL | Med |
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