



# K.S. SCHOOL OF ENGINEERING AND MANAGEMENT

BENGALURU - 560 109

## STAFF LEAVE FORM

Name: DILEEP. J Date: 23 / 02 / 2024

Designation: Asst. prof

Department: ECE No. of Days: 10

Leave Applied From: 26/02/2024 To: 06/03/2024

### Category Leave

CL	SCL	Compensatory Leave	VL / EL	Other <u>Marriage Leave</u>
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Reason for Leave applied: Marriage Leave

Contact No. 8867781213

Recommended / Not Recommended

Signature of the Employee

HOD

### OFFICE

Leave at credit : .....days

Approved / Not Approved

Applied : .....days

Balance : ..... days

Principal

### Alternate Arrangement

Date	Class / Lab	Timings	Subject	Name	Sign
<u>26/2/24</u>	<u>class</u>	<u>8.40-9.35</u>	<u>CO&amp;ARM</u>	<u>Bhargavi. V. S.</u>	<u>[Signature]</u>
	<u>class</u>	<u>11.40-12.35</u>	<u>EMW</u>	<u>Tejaswini. G. V</u>	<u>[Signature]</u>
<u>27/2/24</u>	<u>class</u>	<u>10.45-11.40</u>	<u>2<sup>nd</sup> hr/COARM</u>	<u>Bhargavi</u>	<u>[Signature]</u>
	<u>class</u>	<u>11.40-12.35</u>	<u>DC</u>	<u>Dr. Karanik. P</u>	<u>[Signature]</u>
<u>28/2/24</u>	<u>class</u>	<u>8.30-9.15</u>	<u>EMW</u>	<u>Tejaswini. G. V</u>	<u>[Signature]</u>
	<u>Lab</u>	<u>10.45-12.35</u>	<u>IPCC Lab</u>	<u>Muskan Huda</u>	<u>[Signature]</u>
	<u>class</u>	<u>2.10-3.00</u>	<u>EMW DC</u>	<u>Tejaswini G.V Dr. Karanik. P</u>	<u>[Signature]</u>



Date: 24/02/2024

**From**

Dileep J  
Asst. Professor,  
Dept. of ECE,  
KSSEM, Bangalore-109

**To**

Principal,  
KSSEM, Bangalore-109

**Through**

The HOD,  
Dept. of ECE,  
KSSEM, Bangalore-109


Respected Sir,

**Sub:** Requisition for Marriage leave

I Dileep J, Assistant Professor from Department of ECE, here with requesting you that, since my marriage is fixed on 28<sup>th</sup> February 2024, I sincerely request you to grant me marriage leave from 26<sup>th</sup> February 2024 to 6<sup>th</sup> March 2024. Please do the needful and oblige.

Thanking you,

Yours Sincerely,

  
Dileep J 26/2/24

Recommended & Forwarded  
to Principal for Approval  
H. P. 24/2/24



Mrs. Manjula & Late. Sri Jayaram Naidu  
request the pleasure of your company  
at the marriage of their elder son

*Chi. Dileep J*

TO

*Chi. la. sou. Tamuna*

Daughter of Mrs. Lakshmi Devi & Late. Sri. Kasi Viswanath

WEDNESDAY, February 28, 2024, 10.30AM

Venue: 46, Taluk Office Rd, Shanthi Nagar East, Hosur, Tamil Nadu 655109

<https://maps.app.goo.gl/G1wjaET5Mb7oCqAv8>

*reception & Lunch to follow*

*Greetings*  
ISLAND

