

KKTM GOVERNMENT COLLEGE, PULLUT

Statement of Various leaves availed by teaching and non-teaching staff members
(To be submitted by 21st of every month)

Report for the period 21. .20 to 20. .20

Name of Department:

No.	Name	Casual Leave/ Calendar Year			OD/ Academic Year (Exam purpose)			Duty Leave/Academic year (Own purpose)			Comp Off/ Calendar Year			Half Pay Leave	Remarks
		Availed till 20 th of last month	Availed during current month	Cumulative	Availed till 20 th of last month	Availed during current month	Cumulative	Availed till 20 th of last month	Availed during current month	Cumulative	Availed till 20 th of last month	Availed during current month	Cumulative		
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															

Certified that the particulars given above are verified and found correct.

Pullut

Dated signature:

Date:

Name of the HoD: