

From

J C Thippeswamy,  
Assistant Professor,  
Dept of Mech Engg,  
SIET, Tumakuru

Date: 16/10/2019

To

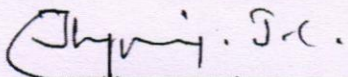
The Principal,  
SIET, Tumkur

Dear Sir,

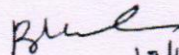
I am pleased to inform you that my marriage is scheduled to be celebrated on 31/10/2019 and 01/11/2019. With regard to this I have to make several arrangements for which I am in need of Marriage Leave commencing from 30/10/2019 to 08/11/2019 (10 days). I have made all the necessary alternate arrangements for the classes to be conducted during my absence. Hence I request you to kindly sanction me Marriage Leave and oblige. I hope my humble request will be entertained.

Thanking you,

Yours faithfully,

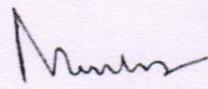
  
(J C Thippeswamy)


Forwarded for kind consideration.

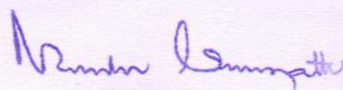
  
17/10/19

Forwarded for approval.

Director (HR/IT)

  
17/10/19

10 ML granted  


  
PRINCIPAL  
SIET., TUMAKURU.

Date: 24/02/2022

To,  
The Principal  
SIET, Tumkur

Through,  
HOD, CSE  
SIET, Tumkur

Sir,

Sub: Requisition to sanction maternity leave

With reference to above subject I would like to bring to your notice that I am nearing my baby due date and my doctor has given April 10 as my due date baby delivery he also advised to be under his supervision as soon as possible. So I want to inform you that I need leave for 180 days(6 months) starting from 26/2/2022 in addition I want to you inform that I Would like to avail 6 months' salary benefit from ESI I kindly request you to sanction my leave and do the needful I

Thanking you

*Submitted to the Principal  
for suitable decision*

*C. Shankar Shree*  
HOD - 24/2/22  
COMPUTER SCIENCE & ENGG.,  
SIET, TUMAKURU-06.

*Forwarded to HR&IT  
for needful*

*25/02  
25/22*

Yours Sincerely

*[Signature]*  
Sowmya .S  
Instructor  
Dept of CSE

*As per set  
service rules  
[Signature]  
24/2/2022*

*[Signature]*

PRINCIPAL  
SIET., TUMAKURU.

To

Date: 25/3/2021

The Principal  
SIET, Tumkur

Through

HOD of CSE  
SIET, Tumkur

Respected Sir

**Sub:** Requesting for medical leave.

As per the above subject myself Veena N D working as a Asst.Professor in the department of CSE. As I conceive now doctor suggested me to take one month complete bed rest. Hence, I kindly request you to grant me a leave from 25/3/2021 to 25/4/2021 and do the needful

Thanking you

Your's sincerely

*Veena ND*

Veena N D

*Submitted to the Principal  
for favourable decision*

*[Signature]*  
25/3/21  
HOD, CSE

*Let  
Approved  
[Signature]*

*Forwarded to Director (HR/IT)  
for kind, needful to approve the  
Medical leave*

*Principal [Signature]*

PRINCIPAL  
SIET., TUMAKURU.

*[Signature]*  
25/3/21



# SHRIDEVI INSTITUTE OF ENGINEERING & TECHNOLOGY

Sira Road, Tumkur - 572106

(An ISO 9001:2008 Certified)

## APPLICATION FOR SPECIAL CASUAL LEAVE/OOD

Ref. No.: SIET/

Date: .....

Name :

Designation :

Department :

Please grant me ..... Leave for ..... day(s) from .....  
to .....

Purpose :

SCL/ OOD so far availed :

Signature of Applicant

Sanctioned/ Not Sanctioned

HOD

Principal

### Alternate arrangements for class work:

Date	Time	Class	Subjects	Arrangements Made	Staff's Signature

Leave address:(To be filled only when the period of leave exceed 3days)

Signature of Applicant

PRINCIPAL  
SIET., TUMAKURU.



**SHRIDEVI**  
EDUCATION

# SHRIDEVI INSTITUTE OF ENGINEERING & TECHNOLOGY

Sira Road, Tumkur - 572106

(An ISO 9001:2008 Certified)

## APPLICATION FOR SPECIAL CASUAL LEAVE/OOD

Ref. No.: SIET/

Date: 08/09/2021

Name : Pankaj. R. W.

Designation : Asst. Professor

Department : MCA

Please grant me ..... Leave for ..... day(s) from 08/09/2021

for 08/09/2021

Purpose : Visit Durga College in Madhysri, Panyasur & Mysuru (on B A admission purpose)

SCL/OOD so far availed :

Signature of Applicant

HOD

Sanctioned/ Not Sanctioned

Sanctioned

Principal



**SHRIDEVI**  
EDUCATION

# SHRIDEVI INSTITUTE OF ENGINEERING & TECHNOLOGY

Sira Road, Tumkur - 572106  
(An ISO 9001:2008 Certified)

## APPLICATION FOR SPECIAL CASUAL LEAVE/OOD

Ref. No.: SIET/

Date: 27/08/2021

Name : Pradeep Kumar S.S.

Designation : Asst. Professor

Department : ECE

Please grant me  OOD ..... Leave for 01 ..... day(s) from 28/08/2021 to .....

Purpose : Admission work

SCL/OOD so far availed : - Nil -

Signature of Applicant : Pradeep S.S.

27/8/21  
HOD

Sanctioned/ Not Sanctioned

Principal



SHRIDEVI  
UNIVERSITY

# SHRIDEVI INSTITUTE OF ENGINEERING & TECHNOLOGY

Sira Road, Tumkur - 572106  
(An ISO 9001:2008 Certified)

## APPLICATION FOR SPECIAL CASUAL LEAVE/OOD

Ref. No.: SIET/

Date: 30.08.21

Name : Dr. Lokesh . B.S

Designation : Professor

Department : ECE

Please grant me ..... OOD..... Leave for one day(s) from 28.08.2021 to 28.08.21..

Purpose : Admissions workshop at Turvake

SCL/OOD so far availed :

Signature of Applicant

HOD

Sanctioned/ Not Sanctioned

Principal



SHRIDEVI  
EDUCATION

# SHRIDEVI INSTITUTE OF ENGINEERING & TECHNOLOGY

Sira Road, Tumkur - 572106

(An ISO 9001:2008 Certified)

## APPLICATION FOR SPECIAL CASUAL LEAVE/OOD

Ref. No.: SIET/

Date: 12/01/2021

Name : Dr. Sadashivaiah P-J

Designation : AP & HOD

Department : PWS & HOD

Please grant me ..... Leave for 15 day(s) from 19/01/2021

to 03/02/2021

Purpose : Extension of CS @ CIT Gubbis

SCL/OOD so far availed :

Signature of Applicant SIET

SIET  
HOD

Sanctioned/ Not Sanctioned

Principal

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# SHRIDEVI INSTITUTE OF ENGINEERING & TECHNOLOGY

Sira Road, Tumkur - 572106

(An ISO 9001:2008 Certified)

## APPLICATION FOR SPECIAL CASUAL LEAVE/OOD

SHRIDEVI  
ENGINEERING & TECHNOLOGY

Ref. No.: SIET/BT

Date: 23.12.2024

Name : Dr. C.P. Anandappa

Designation : Probationary Head

Department : BT

LD

Please grant me ..... OOD ..... Leave for ..... ~~02~~ ..... day(s) from 26.12.2024 to .....

to 04.01.2025

Purpose : Examination duties at Ashwinie Nursery & BV college Bangalore.

SCL/OOD so far availed : (None)

Signature of Applicant

HOD

Sanctioned/ Not Sanctioned



Principal



# SHRIDEVI INSTITUTE OF ENGINEERING & TECHNOLOGY

Sira Road, Tumkur - 572106  
(An ISO 9001:2008 Certified)

## APPLICATION FOR SPECIAL CASUAL LEAVE/OOD

Ref. No.: SIET/

Date: 21/08/2024

Name : Prashanth S.

Designation : Asst. Professor.

Department : Mechanical Engineering.

Please grant me ..... OOD ..... Leave for ..... 01 ..... day(s) from ..... 18/08/2024

to .....

Purpose : Delivery of Answer Book Bundle to VTU RD.

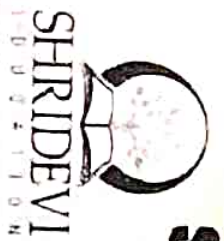
SCL/OOD so far availed : Bangalore.

Signature of Applicant *Prashanth*

Sanctioned/ Not-Sanctioned

*Prashanth*  
21/08/2024  
HOD

*Prashanth*  
Principal



# SHRIDEVI INSTITUTE OF ENGINEERING & TECHNOLOGY

Sira Road, Tumkur - 572106  
(An ISO 9001:2008 Certified)

## APPLICATION FOR SPECIAL CASUAL LEAVE/OOD

Ref. No.: SIET/

Date: 05.08.21

Name : K. P. Chandrasinh

Designation : Asst. Prof.

Department : Mechanical

Please grant me OOD Leave for 15 day(s) from 06.08.21

to 21.08.21

Purpose : A permission for vacation work at West-Bengal.

SCL/OOD so far availed : NIL

Signature of Applicant

*[Handwritten Signature]*

Sanctioned/ Not Sanctioned

HOD

*[Handwritten Signature]*  
5/8/2021

Principal

*[Handwritten Signature]*



Sri Channabasaveshwara Swamy Rural Education Society (Regd.)  
ಚನ್ನಬಸವೇಶ್ವರ ತಾಂತ್ರಿಕ ಮಹಾವಿದ್ಯಾಲಯ, ಗುಬ್ಬಿ, ತುಮಕೂರು - 572 216.



Channabasaveshwara Institute of Technology

( NAAC Accredited & ISO 9001 : 2015 Certified Institution )

( Affiliated to Visvesvaraya Technological University, Belgaum & Recognised by AICTE, New Delhi )

N.H. 206 (B.H. Road), Gubbi, TUMKUR - 572 216 Karnataka Ph 08131 - 223818, 223365, 223144 Fax: 08131 - 223177

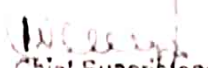
URL: www.ciftumkur.org e-mail: hr@ciftumkur.org, Mobile : 9449637041

Ref. No. CIT/EXAM/VTU/2020-21/130

Date: 21<sup>st</sup> September, 2021....

## ATTENDANCE CERTIFICATE

This is to certify that **Mr. Prashanth S**, Assistant Professor, Department of Mechanical Engineering, SIET, Tumakuru has reported to duty on 6<sup>th</sup> September 2021 and attended the duty of Deputy Chief Superintendent (External) in connection with the UG/PG Theory Examination during July/Aug/Sep.2021 of Visvesvaraya Technological University conducted in our centre from 6<sup>th</sup> September 2021 to 21<sup>st</sup> September 2021. Further he/she has been relieved on 21<sup>st</sup> September 2021.

  
Chief Superintendent  
Visvesvaraya Technological University  
Engineering Examinations Centre,  
Channabasaveshwara Institute of Technology  
NH-206 B.H. Road, GUBBI, TUMKUR-572216





# SHRIDEVI INSTITUTE OF ENGINEERING & TECHNOLOGY

Sira Road, Tumkur - 572106  
(An ISO 9001:2008 Certified)

## APPLICATION FOR SPECIAL CASUAL LEAVE/OOD

Ref. No.: SIET/

Name : Prashanth. S. Date: 03/09/2021

Designation : Asst. Professor.

Department : Mechanical Engg.

Please grant me ..... OOD ..... Leave for 16 ..... day(s) from 06/09/2021 to 21/09/2021

Purpose : VTU Examinations @ CIT, Hubli, Tumkur.

SCL/OOD so far availed :

Signature of Applicant *Prm*

*Prm*  
3/9/2021  
HOD

Sanctioned/ Not Sanctioned

Principal *[Signature]*

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