

CADD HOME Computer Center

74, ANSARI MARG, DEHRADUN-248001 (UTTARAKHAND). Phone: (0135) 2659248

Website: www.caddhome.com E-Mail: caddhome@gmail.com

Leave/Break Requisition Form

Leave/Break Requisition Form

Dear Sir/Madam,

I request you to allow me to take a leave/break as per the following details:

Date	
Name	
Roll No.	
Break From (Date)	
Break To (Date)	
Modules Completed	
Installments Pending (Y/N)	
Previous Break Details (If any)	
Library books pending (Y/N)	
Reason for the leave/break	
Signature of the student	
Signature of the Centre Head	
Remarks:	

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Copy for Student

Break Sanctioned	From	To	Signature of Centre Head	Remarks