

APPLICATION FOR CASUAL LEAVE

(With permission leave station)

1. Name of Applicant :

2. Designation :

3. Department :

4. Dates for which casual
leave is required :

5. Reason for leave :

6. Number of casual leave
already availed of :

7. Signature :

8. Recommendation of the
Head of the Department :

9. Orders of the Principal :

Place :

Date :