

FORM OF APPLICATION FOR CASUAL LEAVE

1. Name:

2. Designation:

3. Date(s) and period for which casual leave is applied:

4. Total period of casual leave availed of:

5. Reason for leave:

6. Signature of the applicant:

7. Place and date of application:

8. Arrangement of work:

9. Recommendation of the Head of the Department:

10. Signature of the sanctioning authority: