## NIRMALAGIRI COLLEGE

## **APPLICATION FOR CASUAL LEAVE**

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1. Name	:			1. Name	:		
2. Designation	:			2. Designation	:		
3. Department	:			3. Department	:		
4. Dates on which leave is required	:			4. Dates on which leave is required	:		
5. No. of days of leave required	:			5. No. of days of leave required	:		
6. Reason for leave	:			6. Reason for leave	:		
7. No. of days of leave already availed :				7. No. of days of leave already availed :			
8. Signature of the applicant	:			8. Signature of the applicant	:		
9. Details of work on leave days	:	FN	AN	9. Details of work on leave days	:	FN	AN

10. Recommended and forwarded by H.O.D.11. Order of the Principal :

Place:

Date:

10. Recommended and forwarded by H.O.D.
11. Order of the Principal :
Place:

Date: