

NIRMALAGIRI COLLEGE

APPLICATION FOR CASUAL LEAVE

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

10. Recommended and forwarded by H.O.D.

11. Order of the Principal :

Place:

Date:

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