GOVERNMENT POLYTECHNIC COLLEGE, ADOOR

Application for Casual Leave

1. Name **:**

2 .Designation  **:**

3 .No. of Casual Leave now Required **:**

4 .Period for which Casual Leave is required **:**

5 .Reason for Leave  **:**

6. No. of days of Casual Leave already availed.  **:**

7. Details of alternative arrangements in **:**

 Handling the duties during the leave.

8 .Whether alternative arrangements have been  **:**

 made by HOS, W/S Supdt /Sr.Supdt.

9 .Signature ofthe applicant with date. **:**

10 .Recommendation of the HOS/

 W/S Supdt./Sr.Supdt

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 11. No of days of Casual Leave

 available to the credit of the

 officer.

 12 .Orders of the Sanctioning Authority

 13 .Remarks.