

**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.	
9.	Signature of the applicant with date.	
10.	Recommendation of the HOS W/S Supdt.	

**FOR OFFICE USE ONLY**

11.	No of days of Casual Leave available to the credit of the officer.	
12.	Order of the Principal.	
13.	Remarks.	

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