



SREE NARAYANA COLLEGE, PUNALUR

Application for Casual Leave

1. Name of Applicant :
2. Designation :
3. Department :
4. No. of days and date of
leave required :
5. Details of the work of the
Teacher with above days :
6. No. of days of Casual Leave
already availed during current year :
7. Reason for taking leave :
8. Signature of the applicant with
date :
9. Recommendation of the
Head of the Department :
10. Signature of the Head of the
Department with date :
11. Order of remarks and signature of
the Head of the Institution with date :

Signature