

N.S.S. COLLEGE, OTTAPALAM
APPLICATION FOR CASUAL LEAVE

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APPLICATION FOR CASUAL LEAVE

1. Name of the applicant :
2. Dept./Office :
3. Designation :
4. Days (s) and date (s) on which leave is required :
5. Reason for leave :
6. No. of days of casual leave already availed of :
7. Work during the day (s) of absence :
8. Signature of the applicant :
9. Details of work adjustment :
10. Remarks of the Head of the Department : Recommended/Not recommended
Forwarded

Signature of the H.O.D.

ORDER OF THE PRINCIPAL

Sanctioned/Rejected

Place :

Date :

Signature of the Principal

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