**APPLICATION FOR CASUAL LEAVE**

1. Name of the applicant :
2. Designation :
3. Date and No. of leave required :
4. Reason for leave :
5. Whether leaving station :
6. No. of leave already availed :
7. Signature :
8. Place & Date :
9. Recommendation of the head :

PRINCIPAL

**APPLICATION FOR CASUAL LEAVE**

1. Name of the applicant :
2. Designation :
3. Date and No. of leave required :
4. Reason for leave :
5. Whether leaving station :
6. No. of leave already availed :
7. Signature :
8. Place & Date :
9. Recommendation of the head :

PRINCIPAL