

SRI SARADA COLLEGE FOR WOMEN (AUTONOMOUS), SALEM - 636 016.

APPLICATION FOR CASUAL LEAVE

- 1 Name (in Capital Letters) :
- 2 Designation and Department :
- 3 No. of days of causal leave
required with date :
- 4 Reasons for Casual leave :
- 5 Whether Public Holidays are to be
combined with the casual leave
if so give the dates to be availed :
- 6 No. of days C.L. already availed :
- 7 Address on Casual Leave :
- 8 Signature with date :
- 9 Recommendation of the Head of
the Department with Signature :
- 10 Orders of Sanction :

STATION : SALEM - 636 016

DATE :

PRINCIPAL

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