GOVERNMENT POLYTECHNIC COLLEGE, VANDIPERIYAR

Application for Casual Leave

| 1. | | |
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| | Name | : |
| 2. | Designation | : |
| 3. | No. of casual leaves now required | : |
| 4. | Period for which casual leave is required | : |
| 5. | Reason for leave | : |
| 6. | No. of Casual leave already availed | : |
| 7. | Signature of Applicant with date | : |
| 8. | Recommendation of HOS/WS Supdt. | |
| | /Sr. Supdt | : |
| ==: | | |
| | OF | FICE USE ONLY |
| 1. | No. of days of Casual leave available to the | |
| | credit of the Officer | : |
| 2. | Orders of the sanctioning authority | : |
| 3. | Remarks | : |
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| GOVERNMENT POLYTECHNIC COLLEGE, VANDIPERIYAR | | |
| Application for Casual Leave | | |
| | <u>Applicatio</u> | on for Casual Leave |
| 1 | | on for Casual Leave |
| 1. | Name | on for Casual Leave |
| 2. | Name Designation | on for Casual Leave : |
| 2. 3. | Name Designation No. of casual leaves now required | on for Casual Leave : : |
| 2. 3. 4. | Name Designation No. of casual leaves now required Period for which casual leave is required | on for Casual Leave : : : |
| 2. 3. 4. 5. | Name Designation No. of casual leaves now required Period for which casual leave is required Reason for leave | on for Casual Leave : : : : |
| 2. 3. 4. 5. | Name Designation No. of casual leaves now required Period for which casual leave is required Reason for leave No. of Casual leave already availed | on for Casual Leave : : : : : : |
| 2. 3. 4. 5. 6. 7. | Name Designation No. of casual leaves now required Period for which casual leave is required Reason for leave No. of Casual leave already availed Signature of Applicant with date | on for Casual Leave : : : : : : : |
| 2. 3. 4. 5. | Name Designation No. of casual leaves now required Period for which casual leave is required Reason for leave No. of Casual leave already availed Signature of Applicant with date Recommendation of HOS/WS Supdt. | on for Casual Leave : : : : : : : |
| 2. 3. 4. 5. 6. 7. | Name Designation No. of casual leaves now required Period for which casual leave is required Reason for leave No. of Casual leave already availed Signature of Applicant with date | en for Casual Leave : : : : : : : : : : : : : : : : : : |
| 2. 3. 4. 5. 6. 7. | Name Designation No. of casual leaves now required Period for which casual leave is required Reason for leave No. of Casual leave already availed Signature of Applicant with date Recommendation of HOS/WS Supdt. /Sr. Supdt | |
| 2. 3. 4. 5. 6. 7. | Name Designation No. of casual leaves now required Period for which casual leave is required Reason for leave No. of Casual leave already availed Signature of Applicant with date Recommendation of HOS/WS Supdt. /Sr. Supdt | : : : : : : : : : : : : : : : : : : : |
| 2. 3. 4. 5. 6. 7. | Name Designation No. of casual leaves now required Period for which casual leave is required Reason for leave No. of Casual leave already availed Signature of Applicant with date Recommendation of HOS/WS Supdt. /Sr. Supdt OF No. of days of Casual leave available to the | : : : : : : : : : : : : : : : : : : : |
| 2. 3. 4. 5. 6. 7. | Name Designation No. of casual leaves now required Period for which casual leave is required Reason for leave No. of Casual leave already availed Signature of Applicant with date Recommendation of HOS/WS Supdt. /Sr. Supdt | : : : : : : : : : : : : : : : : : : : |

3. Remarks