

GOVERNMENT POLYTECHNIC COLLEGE, VANDIPERIYAR

Application for Casual Leave

1. 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 :

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OFFICE 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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