

APPLICATION FOR LEAVE
(Leave should be got sanctioned one day prior to date of leave)

1. Name of the applicant Attendance ID
 2. Designation/Subject.....
 3. Nature of the leave applied for**Compensatory/ Casual/Station/Duty**
 4. Date of which leave required
 5. Date for which station leave required
 6. Reason's for leave
 7. Address during the leave period
- if going out of station

Dated

Signature

Remarks by the office:- Casual leave the Casual leave already availed of Casual leave Balance <div style="text-align: right; margin-top: 20px;">Leave Incharge</div>	Recommendations of the Head of the Department <div style="text-align: right; margin-top: 10px;">Head of the Department</div> <hr/> Order of the Principal <div style="text-align: right; margin-top: 20px;">Principal</div>
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