

# CHRISTIAN COLLEGE, KATTAKADA

THIRUVANANTHAPURAM (DIST)

## APPLICATION FOR CASUAL LEAVE

1. Name of Applicant :
2. Designation :
3. Department :
4. Period of Leave applied for :
5. Date from which leave required :
6. Reason for leave :
7. No. of Days of casual leave  
already availed :

Dated Signature of Applicant

8. Remarks and Recommendation  
of the Head of the Department

Dated Signature with  
Designation

9. Orders of the Sanctioning  
Authority

DATE

PRINCIPAL