



Sree Narayana College, Kollam

APPLICATION FOR CASUAL LEAVE

1. Name of the Applicant :
2. Designation :
3. Department :
4. No: of days and Dates of leave required :
5. No: of days of leave already
availed during the year :days
6. Reason for taking leave :
7. Work arrangement on leave day :
8. Signature of the Applicant with date :
9. Eligibility report by the Head of the Dept :
10. Recommendation by the Head of the Dept :
11. Order of the Head of the Institution :



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