

APPLICATION FOR CASUAL LEAVE

- 1) Name of the applicant. :
- 2) Name of the office. :
- 3) Designation. :
- 4) Nature of leave. : Casual Leave
- 5) No. of leave already taken. :
- 6) No. of leave required with date. : days- from..... to.....
- 7) Reason for leave. : Private affairs

Place:

Date:

Signature of applicant