

## CASUAL LEAVE APPLICATION

1.	Name & Designation:	
2.	Total Casual leave allowed for the year:	
3.	Casual Leave already availed:	
4.	Leave required from	
5.	Casual Leave required for:	
6.	Address while on leave Tel. No. on leave:	
7.	Signature:	
8.	Recommended by:	
9.	Sanctioned by:	