

GOVERNMENT POYTECHNIC EDUCATION SOCIETY, UTTAWAR, PALWAL

CASUAL LEAVE APPLICATION FORM

1	Name	
2	Designation	
3	Department	
4	Total No. of Casual Leave admissible	
5	Total No. of Casual Leave already availed	
6	Period for Casual Leave availed	
7	Balance Casual Leave {4-(5 + 6)}	
8	Purpose of Leave	
9	Whether Station Leave required? Yes /No Address during the leave (if Yes)	
10	Name of Officer/Official to look after the duties	
Recommendations of O/I, HOD, Incharge		Signature of Applicant

Signature of Sanctioning Authority

CL entered in the CL register at Page No. at Serial No.

SIGNATURE of Leave Record Keeper