

PFORM OF APPLICATION FOR CASUAL LEAVE

1. Name of Applicant:
Regt. No.....
2. Post Held :
3. Department, Office and Section:
4. Ground On Which Casual Leave applied for:
5. Period of casual Leave required : days w.e.f.....to
6. Intervening holiday, if any: i) GH
ii) RH
iii) Sunday.....
7. Total journey period actually requested to
Complete onward /return Journey :
8. Total casual Leave credit :
9. Total casual leave availed :
10. Address during the leave period

Signature of the applicant with date

Vill –
PO-
PS-
Tehsil-
Distt –
State-
Pin Code-
Mobile No:

11. Remarks/ recommendation of the controlling officer

Signature of controlling officer
With Date