

**APPLICATION FORM FOR CASUAL/RESTRICTED LEAVE IN R/O COLLEGE PRINCIPAL**

1. Name of the applicant
2. Designation
3. Place of posting
4. Casual Leave:-
  - (i) Total Casual leave applicable
  - (ii) Previously availed till date
  - (iii) Now Required (with date)
  - (iv) Balance ( (i)-(ii)+(iii) )
5. Restricted
  - (i) R/H Admissible
  - (ii) Previously availed
  - (iii) Now Required(with date)
  - (iv) Balance ( (i)-(ii)+(iii) )
6. Purpose of leave
7. Gazetted Holidays and Sunday to be Prefixed and Suffixed
8. Name of the officer who will look after the institution in absence  
(Mention office Order No. & Date)

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Date. -----

Signature of the Principal,