

**SRI SARADA COLLEGE FOR WOMEN (AUTONOMOUS), SALEM - 636 016.**

**APPLICATION FOR CASUAL LEAVE**

1. Name (in Capital Letters) :
2. Designation and Department :
3. No. of days of causal leave required with date :
4. Reasons for Casual leave :
5. Whether Public Holidays are to be combined with the casual leave if so give the dates to be availed :
6. No. of days C.L. already availed :
7. Applied through Kalanjyam App.? :
8. Address on Casual Leave :
9. Signature with date :
10. Recommendation of the Head of the Department with Signature :
11. Orders of Sanction :

**STATION : SALEM - 636 016**

**DATE :**

**PRINCIPAL**

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