

# MARKAZ COLLEGE OF ARTS AND SCIENCE, KARANTHUR

## APPLICATION FOR CASUAL LEAVE

1. Name :
2. Designation and Department :
3. Date for which leave is Applied for :
4. Reason for leave :
5. Classes on leave days :

Date	1	2	3	4	5

6. No of casual leave already availed :

7. Signature with date :

Recommendation of the H.O.D :

Recommended/Not recommended

Internal arrangements of class made

Signature

8. Orders of the principal :

Sanctioned/ Not sanctioned

Signature

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