

Govt. Arya Degree College, Nurpur, Dist. Kangra (H.P.)

Application for Casual Leave/ RH

1. Name of Applicant:
2. Designation:
3. Casual Leave:
 - Total casual leaves applicable: 12
 - Availed till date:
 - Leave required (days with dates):
 - Balance:
4. Restricted Leave
 - Total restricted leaves applicable: 02
 - Availed till date:
 - Leave required (with date):
 - Balance:
5. Purpose of Leave:
6. Whether Station Leave Required or Not:
If required, then dates
7. Contact Details During Leave:

Dated:

Signature

PRINCIPAL

Govt. Arya Degree College, Nurpur, Dist. Kangra (H.P.)

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