

**GOVERNMENT ENGINEERING COLLEGE, THRISSUR**

HR/02(01)

**DEPT. OF.....**

**APPLICATION FOR CASUAL LEAVE / COMPENSATORY OFF / DUTY LEAVE**

1. Name
2. Designation
3. No. of days with dates for  
which leave is applied for
4. Date against which compensatory  
off is applied
5. Reasons for the leave
6. No. of days of casual leave / compensatory off  
already availed during the calendar year
7. Whether leaving station
8. Information about class work  
adjusted during leave
9. Remarks

Station:

Date:

Signature of the applicant

10. Signature of the sanctioning Authority