



ST. THOMAS' COLLEGE
(AUTONOMOUS)
Thrissur – 680 001

Application for Casual Leave

- 1. Name of Applicant :
- 2. Designation & Department :
- 3. Date & Period of leave required :
- 4. Necessity for leave (Reason) :

- 5. Leave Already Availed :
- 6. Arrangement of work :

(Hours of work & arrangement should be stated)

Date	I Hr	II Hr	III Hr	IV Hr	V Hr

- 7. Signature of applicant :
- 8. Recommendation of the Head of the Department :
- 9. Order of the Principal :

Station :
Date :

N.B. Application for leave should be submitted to the Head of the Department, before availing of Leave



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