

**KARMELA RANI TRAINING COLLEGE, KOLLAM**  
**APPLICATION FOR CASUAL LEAVE**

1. Name of Applicant :
2. Designation & Department :
3. No. of days & Date of leave required :
4. Reason :
5. Casual Leave already availed of during the year :
6. Whether the leave is combined with holidays or not :

Submitted to the Principal for favour of sanction.

Place : Kollam

Date :

Signature of the Applicant

Order of Principal

PRINCIPAL

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