

**M.A.M.O COLLEGE, MANASSERY, MUKKAM**  
**APPLICATION FOR CASUAL LEAVE**

1. Name of Applicant :
2. Designation :
3. Days for which leave is applied  
(with day and date) :
4. Reason for leave :
5. Number of days so far availed  
during this calendar year :
6. In case leave is not applied for  
one day in advance, state special reason :
7. Whether leaving the station :

Place :

Date :

Signature of the applicant

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**FOR OFFICE USE ONLY**

C.L.R. Folio No.

Leave at credit

Section Clerk :

Supdt.

Granted / Returned

**PRINCIPAL**