

# **BISHOP MOORE COLLEGE, MAVELIKARA**

## **Application for Casual Leave ( Non Teaching)**

1. Name of Applicant :
2. Designation :
3. Date for which leave sought :
4. Reason :
5. Number of casual leave already availed :
6. Date of submission of application :

Signature of Applicant

7. Recommendation by the Head of the Department :

Signature of HOD / Superintendent

8. Orders of the Sanctioning Authority :

Signature of Principal with date