

# BISHOP MOORE COLLEGE, MAVELIKARA

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

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

7. Details of work to be arranged

*FORENOON*

*AFTERNOON*

1 <sup>st</sup> Period	2 <sup>nd</sup> Period	3 <sup>rd</sup> Period	4 <sup>th</sup> Period	5 <sup>th</sup> Period

8. Date of submission of application :

Signature of Applicant

9. Recommendation by the Head of the Department :

10. Details of work arranged by the Head of the Department :

Signature of the Head of the Department

Date : .....

Signature of Sanctioning Authority