

# Leave Application

To  
The Principal,  
Suri Vidyasagar College,

Date .....

Sir,

I beg to inform you that I shall not be able to / could not perform my college duties on and from ..... to ..... owing to domestic business / illness of .....

I may kindly be granted casual leave / Earned leave / Medical leave / Compensatory / duty leave for that / those days and oblige.

Yours faithfully,

\* Strike off which is not applicable.

(Signature in full)

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## FOR OFFICE USE ONLY

Leave available :

Leave prayed for :

Leave enjoyed :

Prepared :

Balance :

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(A) As a rule, the sanction of leave or extension of leave should be obtain before it is availed of is availed of, (B) However, in case of casual leave, the application should be submitted as early as possible, but not later than 2 (two) days from the commencement of leave, (C) The sanction of leave, other than casual leave, must be obtained before it is availed of;

Received a leave application from .....

leave for the period ..... application dt. ....

*Signature of receiving clerk*