

**Government Arts and Science College, Kondotty**  
**Vilayil (po) PIN. 673641**  
[www.gasckondotty.ac.in](http://www.gasckondotty.ac.in)

**Application for Casual Leave**

Name	Dr./Mr./Ms.
Designation	Assistant Professor/Associate Professor
No of leave(s) required	
Date(s) of leave	
Reason	Personal matters/medical grounds
No of casual leaves already availed	
Signature of the applicant with date	
Recommendation of HoD	Recommended /seen/ not recommended
Principal's remark	Granted or rejected
Principal's signature with date	

.....

**Government Arts and Science College, Kondotty**  
**Vilayil (po) PIN. 673641**  
[www.gasckondotty.ac.in](http://www.gasckondotty.ac.in)

**Application for Casual Leave**

Name	Dr./Mr./Ms.
Designation	Assistant Professor/Associate Professor
No of leave(s) required	
Date(s) of leave	
Reason	Personal matters/medical grounds
No of casual leaves already availed	
Signature of the applicant with date	
Recommendation of HoD	Recommended /seen/ not recommended
Principal's remark	Granted or rejected
Principal's signature with date	