

Govt. College Karsog, Tehsil Karsog, Distt. Mandi, (H.P)-175011

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APPLICATION FORM FOR CASUAL / RESTRICTED / COMPENSATORY LEAVE

1. Name of Applicant. : _____
2. Designation : _____
3. **Casual Leave :-**
 - (i) Total Casual Leave available :- **12 days**
 - (ii) Previously availed till date : _____
 - (iii) Balance {(i)-(ii)} : _____
 - (iv) Leave required (with date) : _____
4. **Restricted Holiday (R/H) :-**
 - (i) Total (R/H) Leave available :- **02 days**
 - (ii) Previously availed till date : _____
 - (iii) Balance {(i)-(ii)} : _____
 - (iv) Leave required (with date) : _____
5. **Special Leave :-**
 - (i) Total (R/H) Leave available :- **05 days**
 - (ii) Previously availed till date : _____
 - (iii) Balance {(i)-(ii)} : _____
 - (iv) Leave required (with date) : _____
6. **Compensatory Leave :-**
 - (i) Leave earned with date(s) _____
 - (ii) Leave required with date(s) _____
7. Purpose of Leave : _____
8. Station Leave :- _____

Date: _____

Place: Karsog

Signature of Applicant

Remarks by Superintendent

Sanctioned

Principal
Govt. College Karsog
Distt. Mandi (HP)