

Name Of The Employee:

Issuing Authority

CASUAL LEAVE APPLICATION FORM

Employee ID (HRMS	ID):		
Designation	•		
Working Place	•		
Total No. of CLs	•		
No . Of CLs Availed	•		
No . Of CLs now Requ	uired:		
Date Of CL	:		
No. CLs Balance	•		
Cause Of CL	•		
Signature of the Emp	loyee :		