

**MAR IVANIOS COLLEGE**  
**THIRUVANANTHAPURAM**

**Application for Casual Leave / Duty Leave**

1. Name of Applicant :
  2. Designation :
  3. No. of days and date on which  
C.L. / D.L. is required :
  4. Reason for availing of the Casual  
Leave :
  5. No. of days of Casual Leave already  
availed of during the Calendar year :
  6. Signature of the applicant :
  7. Date of application :
  8. Details of work on the day : Arrangement of the works by the Head  
of the Dept.  
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  9. Recommendation of the Head of  
the dept. :
  10. Order of the Principal :
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