



# ST. JOHN'S COLLEGE ANCHAL

## Application for Casual Leave/Duty Leave

1. Name of the Applicant : Dr. Kaladevi V
2. Designation : Asst. Professor
3. No. of days and date on which C.L./D.L. is required : 2 days, 10/7/2023, 11/7/2023
4. Reason for availing of the C.L./D.L. : personal incommensures
  
5. No. of days of Casual Leave already availed during the calendar year :
6. Signature of the applicant : B. Kaladevi
7. Date of application : 07/07/2023.
8. Details of work on the day : Substitute arrangement of the works by the Head of the Dept.
  
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9. Recommendation of the Head of the Dept. : B. Kaladevi  
07/07/23
10. Order of the Principal : B. Kaladevi