

**DR. S.R.K. GOVT. ARTS COLLEGE, YANAM**  
**Application for Casual Leave/Restricted Holiday Leave**

1. Name of the Govt. Servant :
2. Designation :
3. Name of the Institution :
4. No. of Casual Leave /R.H. required :
5. No. of Casual Leave /R.H. availed :
6. Reason for leave applied :
7. Station Leaving Permission if any :
8. Address during the stay in out-station :

Station:

Date:

Signature of the Applicant

Signature of the Principal

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