

**GOVERNMENT MODEL PRIMARY /  
MIDDLE/HIGH/GIRLS/SR. SEC. SCHOOL  
SECTOR ..... CHANDIGARH**

**PERFORMA FOR CASUAL/STATION LEAVE**

1. S. No. of Attendance Register :
2. Name of the official : .....
3. Designation : .....
4. Casual Leave entitled for : .....
5. Casual Leave already taken : .....
6. Casual Leave applied for with : .....  
Date
7. Reason of Leave applied for : .....
8. Address during Casual Leave/ : .....  
Station Leave
9. Class of Incharge : .....
10. Signature of Applicant : .....

Date .....

Head of Institution

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