

The principal,  
Govt. Graduate College,  
Civil Lines, Sheikhupura.

Sir,

Casual leave for \_\_\_\_\_ day(s) on \_\_\_\_\_ may please be  
granted on account of \_\_\_\_\_

Alternate arrangement of classes is as under:

<b>Class</b>	<b>Timings / Period</b>	<b>Room No.</b>	<b>Teacher's Name</b>	<b>Signature</b>

Name (in Block Letters) \_\_\_\_\_ Designation: \_\_\_\_\_  
Department: \_\_\_\_\_ Dated: \_\_\_\_\_  
Number of Casual \_\_\_\_\_ Leave Applied for: \_\_\_\_\_  
Leaves already availed: \_\_\_\_\_ Balance: \_\_\_\_\_  
Total Leaves: \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Recommended of the Head of Deptt.

\_\_\_\_\_  
Principal / Vice Principal

\_\_\_\_\_  
Signature of Record Keeper