

**KENDRIYA VIDYALAYA  
IIT Campus, CHENNAI – 600 036**

**Application No.** \_\_\_\_\_  
(For Office Use Only)

**APPLICATION FOR CASUAL / COMPENSATORY LEAVE**

- 1. Name of the applicant : \_\_\_\_\_
- 2. Designation : \_\_\_\_\_
- 3. Casual Leave required : From : \_\_\_\_\_ To : \_\_\_\_\_  
No. of day/s : \_\_\_\_\_  
Balance of Casual Leave : \_\_\_\_\_
- 4. Compensatory Leave required (Maximum 2 days at a time) : From : \_\_\_\_\_ To : \_\_\_\_\_  
Compensatory leave in lieu of : \_\_\_\_\_
- 5. Reasons/Grounds for Leave applied : \_\_\_\_\_
- 6. Permission to leave the station : YES / NO
- 7. Leave Address : \_\_\_\_\_  
\_\_\_\_\_
- 8. Contact No. : \_\_\_\_\_

**Date :** \_\_\_\_\_

**(Signature of the applicant)**

9. Recommendations of VP / HM / Office I/C : Recommended / Not Recommended

With Signature : \_\_\_\_\_

10. Remarks of Sanctioning Authority : Sanctioned / Not Sanctioned.

**PRINCIPAL**