

Regional Directorate of Apprenticeship Training
Directorate General of Training
Ministry of Skill Development and Entrepreneurship
Guindy, Chennai – 32

Application for grant of Casual Leave/

Name :
Designation :
CL/RH/C.Off on :
No. of days :
Reason for the leave :

Signature of the applicant with date

Recommended/Not recommended

Remarks of the Controlling Officer with signature

For office use

No. of days leave at credit
as on the date of application CL RH

HOO/Regional Director