

SOLAPUR UNIVERSITY, SOLAPUR

Application For Casual Leave (For Teaching Staff)

Date :

1. Name of the Employee :
2. Designation :
3. No. of days of casual leave required
with date :
4. Purpose :
5. Bank A/C No. :

Signature of the Employee

6. Whether the work has been adjusted
during the period of absence of the
employee. :
7. Entered in C.L. account :
8. Remarks of the Head :

Date : / / 200

Head

Dept. of

9. Leave that the employee has already
availed himself so far in casual to
:
10. Balance of casual leave to his credit
:
11. Entered in the C.L. Account
:
12. Balance of Leave after deduction
:

Date : / /

Casual Leave for _____ days from _____ to _____

Sanctioned / refused

Casual Leave balance after deduction _____ days.

REGISTRAR

Vice-Chancellor