

# 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