



Applicant Name : _____
 Designation : _____
 Department : _____
 Biometric No. : _____
 Date : _____

To,

The Director,

Punyashlok Ahilyadevi Holkar Solapur University,
Solapur.

Subject : Application for Duty Leave / On Duty Leave / Medical Leave/Earn Leave.

Ref. :

Sir,

Myself Dr./Shri./Smt. _____ request you to sanction
Duty Leave / On Duty Leave / Medical Leave / Earn Leave to me from the date _____
to _____ for _____
purpose.

(Copies of relevant documents are attached / not attached herewith.)

Yours faithfully,

Sign. _____

(Name : _____)

As per University Statute 272(A) (c) Duty Leave / On Duty Leave, 272 (B) (c) Medical Leave and Earn Leave are permissible for campus teachers. The Details of Duty Leave / On Duty Leave/ Medical Leave/ Earn Leave record of the concerned teacher is as below.

Sr. No.	Type of Leave	Current Years Total Leave	Leave already Availed	Balance to his credit	No. of days leave applied	Balance of leave after deduction
1	Duty Leave	10				
2	On Duty Leave					
3	Medical Leave					

Remark Leave Sanctioned / Not Sanctioned (Reason): _____

Name & Sign. of Jr. / Sr. Clerk
Concerned School

Name & Sign. of Hon'ble Director
Concerned School

For office use

As per University Statute 272(A) (c) Duty Leave / On Duty Leave, 272 (B) (c) Medical Leave and Earn Leave are permissible for campus teachers. The Details of Duty Leave / On Duty Leave/ Medical Leave/ Earn Leave record of the concerned teacher is as below.

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