



Punyashlok Ahilyadevi Holkar Solapur University, Solapur

Application for Casual Leave

(For School Directors)

Date :

1) Name of the Teacher : _____

2) Designation : _____

3) Casual leave required with date : _____ From dt. : _____ To dt. : _____
No. of days : _____

4) Purpose : _____

5) Bank A/C No. : _____

6) Whether the work has been adjusted during the period of absence of the Teacher : _____

7) Entered in CL account : _____

8) Remarks of the Head : _____

Signature of Director

Leave Sanctioned/Not Sanctioned

Name & Sing. Of Jr. / Sr. Clerk
Concerned School

Hon'ble Vice-Chancellor

For Office use only –

| Current year's total Casual leave | Leave already availed | Balance to his credit | No. of days leave applied | Balance of casual leave after deduction | Entered in CL account |
|-----------------------------------|-----------------------|-----------------------|---------------------------|---|-------------------------------|
| | | | | | Page No. : Sr. No. : _____ |

Remark : _____

Jr. Clerk Sr. Clerk Asst. Sec. Officer Sec. Officer Dy. Registrar Hon'ble Registrar