



Punyashlok Ahilyadevi Holkar Solapur University, Solapur
Application for Casual Leave
(For Teaching Staff)

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. :

Signature of Teacher

- 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 :

Leave Sanctioned/Not Sanctioned

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

Director
School of-----

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