

Form no. 7 (a)
See rule 27 (3) and 28
(1) (b)

Sanskar Mandir Sanstha's
ARTS, COMMERCE COLLEGE, WARJE - MALWADI, PUNE - 58

APPLICATION FOR CASUAL / DUTY LEAVE

1. Name : _____
2. Designation : _____
3. Period Of Casual / Duty Leave applied For _____ Days _____
(From To) With permission To Prefix/
suffix Sunday and Holidays on
4. Reason _____
Ref. no. and date of the letter for wich duty leave is applied _____
A Xerox copy of the letter is enclosed herewith
5. Date : _____ (Signature Of Applicant)

Remark Of The Section Concerned

Casual / Duty Leave due _____ day/s
Shri / Smt / Miss _____ may / may not be granted
leave applied for by him / for the reason that

Signature of H.O.D/
Section Incharge

Principal

Remarks Of The Establishment Section

Casual leave For day/s From to.....
Sanctioned / Refused.

Casual Leave balance after deduction

Signature of the
Establishment Section