



Maharashtra Education Society's
ABASAHEB GARWARE COLLEGE

Karve Road, Pune - 411004.

FOR TEACHING STAFF

Application for Duty Leave

1) Name : _____

2) Designation : _____ Section : _____

3) Period of Duty Leave : Date from _____ to _____ Total days _____
with permission to prefix _____ suffix _____

Leave to be granted both days inclusive.

4) Reason _____

Date :

Signature of Applicant

Remarks of the Section Concerned

Shri / Smt. _____ may / may not be granted
leave applied for by him / for the reason that _____

He/She had _____ Balance Casual Leave days.

Head of Dept.

Vice Principal

Remarks of the Establishment Section

Duty Leave for _____ days from _____ to _____

Sanctioned / refused.

Duty Leave balance after deduction _____

Clerk

Registrar

Principal