



Maharashtra Education Society's  
**ABASAHEB GARWARE COLLEGE**  
Karve Road, Pune - 411004.

**FOR TEACHING STAFF**

**Application for Casual Leave**

1) Name : \_\_\_\_\_

2) Designation : \_\_\_\_\_ Section : \_\_\_\_\_

3) Period of Casual 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**

Casual Leave for \_\_\_\_\_ days from \_\_\_\_\_ to \_\_\_\_\_

Sanctioned / refused.

Casual Leave balance after deduction \_\_\_\_\_

Clerk

Registrar

Principal