



BHARATI VIDYAPEETH UNIVERSITY
COLLEGE OF ENGINEERING
PUNE-SATARA ROAD, PUNE – 411 043

CASUAL LEAVE FORM

Application Date: / /

To,
The Principal,
BVU College of Engineering,
Pune-43.

Applicant's Name _____ **Post** _____ **Department** _____

I am forwarding you the details regarding Casual Leave. I hereby request you to kindly grant me the required Casual Leave.

1. **Leaves availed since June 20** : Day/s
2. **Balance leaves till date** : Day/s
3. **Leave availed in the current month** : Day/s
4. **How many days leave required?** : Day/s
5. **Days and Dates of the leave:**

Date			
Day			

6. **Reason for leave** :
7. **Details of address and contact during leave** :

8. **Workload arrangement during leave:**

Sr. No	Day	Date	Nature of work			Person Responsible during leave	Signature
			Class	Lect. / Pract.	Time		
1.	Monday						
2.	Tuesday						
3.	Wednesday						
4.	Thursday						
5.	Friday						
6.	Saturday						
7.							
8.							
9.							

Name of the Applicant: _____

Signature: _____

Recommendation of Head of the Department

As per the above application, I am recommending the leave/s of _____ from _____ to _____ for _____ days. He / She has taken / not taken prior permission to remain absent for the above mentioned period. The alternative workload arrangement has been checked and verified.

Head of the Department
Signature and Seal

The above leave application for leave/s from _____ to _____ for _____ days has been Sanctioned / Not Sanctioned.

Principal