



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

DUTY 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 Duty Leave. I hereby request you to kindly grant me the duty leave on the date(s) for the reason mentioned below.

Sr. No.	Date	Nature of Work	Place of Work	Contact Number
1.	Monday			
2.	Tuesday			
3.	Wednesday			
4.	Thursday			
5.	Friday			
6.	Saturday			

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						

Name of the Applicant: _____

Signature: _____

Recommendation of Head of the Department

As per the above application, I am recommending the duty 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