

Shri Shivaji Shikshan Prasarak Mandal, Barshi's  
**College of Education, Barshi.**

Form No. 7 (a)

[See rule 27 (3) 28 (i) (b) ]

**ESTABLISHMENT SECTION**

**Application For Casual / Duty Leave/ On Duty**

- 1) Name .....
- 2) Designation ..... Section .....
- 3) Period of Casual / duty leave applied for ..... days from .....  
to ..... with permission to prefix / suffix Sunday and Holidays  
on .....
- 4) Reason .....

**Alternative arrangement is made as given below:**

Nature of the work	To whom the work is given	Signature
Theory Periods		
Practical Works		
Lesson observation		
Others		

Date:- / / 202

*Signature of the Applicant*

**Remarks of the section Concerned**

Causal / duty leave due ..... days.

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

Alternative arrangement is made hence the above leave may be sanctioned

Date :

*Head of the Department*

**Remarks of the Establishment Section.**

Our record shows that applicant has

- 1) Casual leave at credit ..... days.  
2) Casual leave asked fro ..... days.  
3) Casual leave due ..... days.

*Head Clerk*

Causal / Duty leave for ..... days from ..... to .....  
sancioned / refused

Date :- / / 202

Principal  
College of Education, Barshi.  
Dist Solapur 413 411