



Chhatrapati Shahu Maharaj Shikshan Sanstha's  
**AYURVED MAHAVIDYALAYA**  
KANCHANWADI, AURANGABAD.



**LEAVE APPLICATION FORM FOR TEACHING / NON-TEACHING STAFF**

I \_\_\_\_\_ hereby apply for the C-OFF LEAVE for \_\_\_\_\_  
day (s). The relevant particulars are as below.

1. Department : \_\_\_\_\_

2. Address during Leave :- \_\_\_\_\_

Date (On Worked done)	Worked reason	To be availed on

**Work Load During Leave (For Teacher)**

No. of Class / Practical / OPD / Posting allotted				Adjustments During Leave	
Date	Class	Practical	OPD / Posting	Name of the Staff	Sign.
Other Work Assigned Status					

Date & Period in which missed classes will be compensated : \_\_\_\_\_

Sign. of Staff

Sign. of HOD

**SANCTIONED / NOT SANCTIONED**

**Total Leave Status (For office use only)**

Type of Leave allowed	Balance	Leave Requested
CL -		
C. Off		

Office Suptt.

I/C Academic

Principal