

**Application for Duty Leave/Special Casual Leave  
under OE-7 for teaching staff**

1. Name & Designation (in block letters) : \_\_\_\_\_  
\_\_\_\_\_
2. Department : \_\_\_\_\_
3. Present Pay/Basic Pay : \_\_\_\_\_
4. Nature & period of leave applied for : \_\_\_\_\_
5. Purpose for which leave is applied for (to be supported by relevant document(s)) : \_\_\_\_\_

Signature of applicant  
with date

Remarks/Recommendation of the Head of Department.

- (a) No. of Faculty member in Deptt. : \_\_\_\_\_
- (b) No. of Faculty members to be present during the period of leave, in case leave is granted : \_\_\_\_\_
- (c) Whether teaching in the class/ conducting Examination/other works in the Deptt. will be manageable during his/her leave period without asking for substitute/extra position as per OE 9 Clause 4(e)(iii) : \_\_\_\_\_
- (d) Comments of Head of Deptt. : \_\_\_\_\_

Signature of Head of Deptt.  
with Seal

Remarks/Recommendation of the Dean of the School

Signature of the Dean  
with Seal

Submitted to : \_\_\_\_\_