



# MAHARSHI DAYANAND SARASWATI UNIVERSITY, AJMER

## CASUAL/DUTY/ACADEMIC LEAVE APPLICATION FORMAT FOR TEACHERS/OFFICER/EMPLOYEES

Applicant's Name and Position	
Department/Section	
Type of Leave (Tick anyone)	Duty Leave/ Casual Leave/ Academic Leave
Leave Granting Officer (Tick anyone)	Vice-Chancellor / Registrar/ Controlling Officer
Reason to proceed on Leave	
Duration of Leave	Start Date.....End Date.....Total No. of Days.....
Consent of the Person with Position, who will take care of my work during the leave tenure.	Name..... Post.....  Signature of Consentee

As per Office Order No. F.1( ) Estt./MDSU/2025/30571-625 dated 28.10.2025, any kind of leave (except Casual Leave) must be sanctioned through the Competent Authority at least seven (07) days prior to proceed on these kinds of leave.

Signature & Date

.....For office use.....

No of Leave Taken: - Duty Leave.....Casual Leave.....

Balance of Leave :- Duty Leave.....Casual Leave.....

Applied Leave (As above) are Sanctioned As per Leave Rules.

Sanctioning Authority