

Bhaskaracharya College of Applied Sciences  
(University of Delhi)  
Sector-2, Dwarka,  
New Delhi.  
Casual/Compensatory Leave Application Form

Name \_\_\_\_\_ Designation \_\_\_\_\_

Nature of Leave applied for Casual/Compensatory

From \_\_\_\_\_ to \_\_\_\_\_ Number of Days \_\_\_\_\_ (in words) \_\_\_\_\_

Reason \_\_\_\_\_

Date: \_\_\_\_\_ Signature of Applicant \_\_\_\_\_

For Office use only

Leave Due (Casual/Compensatory) \_\_\_\_\_

Leave Applied (Casual/Compensatory) \_\_\_\_\_

Balance : \_\_\_\_\_

Dealing Assistant                      Section Officer (Admn.)                      Principal

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