Anekant Education Society’s

**TULJARAM CHATURCHAND COLLEGE**

of Arts, Science & Commerce, Baramati

**Duty Leave Reporting format**

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Item** | **Details** |
| 1. | Name of the Teacher |  |
| 2. | Department |  |
| 3. | Date of Duty Leave |  |
| 4. | Number of days |  |
| 5. | Place of visit |  |
| 6. | Reason of Duty Leave |  |

**Detail information of the Duty Leave:**

**---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------**

**Signature of the applicant Head Principal**

**Enclosures:**

1. Copy of attendance/participation certificate

2. Any other relevant document