

MANONMANIAM SUNDARANAR UNIVERSITY

TIRUNELVELI

Application for Leave on Other Duty (OD) / University Work (UW)

Name of the faculty :
Designation & Department :
Details of OD leave : a). Sanctioned no. of OD leave : 30 days
b). Balance no. of OD leave :
c). Category of On Duty leave : I / II / III / IV
(As per MSU Circular No.....)
Required no. of OD / UW leave :
Purpose of OD / UW leave : Letter of Invitation / Duty Assigned
Document for OD / UW leave : Enclosed / Not Enclosed
Any financial commitment on the part of the University : Yes / No
Details of Alternate Arrangements made :

i. Teaching	
Lecture Hours :	Name of the Faculty :
1.	
2.	
3.	
4.	
5.	
6.	
ii. Administration	
HOD i/c. (if applicable)	

Acceptance of the Faculty : 1.

2.

Signature of the Applicant :

HOD Remarks :

Signature of the HOD

MANONMANIAM SUNDARANAR UNIVERSITY

TIRUNELVELI

Application for Casual Leave

Name :

Designation & Department :

Total No. of days of Casual Leave :

No. of days of Casual Leave availed :

No. of days of Casual Leave in credit :

Required number of Casual Leave (day(s)) & Date :

Reason for Casual Leave :

Leave Address and Phone No. :

Details of Alternate Arrangements made :

i. Teaching	
Lecture Hours :	Name of the Faculty :
1.	
2.	
3.	
4.	
5.	
6.	
ii. Administration	
HOD i/c. (if applicable)	

Acceptance of the Faculty : 1.

2.

Signature of the Applicant :

HOD Remarks:

Signature of the HOD