



# COLLEGE OF ENGINEERING CHERTHALA

Issue No. / Date: 01/10.02.2017

Revn. No. / Date:00

APPLICATION FOR  
COMPENSATORY LEAVE

COEC/ISO/ADMN/204 C

1. Name & Designation :
2. Date of Compensatory off Required :
3. Compensation due on :
4. Reason for Leave :
5. Signature of Applicant :
6. Date of Application :
7. Details of work and substitute :
8. Arrangements made :
9. Name and Signature :
10. Orders of the granting authority :

**PRINCIPAL**