

GOVERNMENT POLYTECHNIC COLLEGE, ATTINGAL

**Application for Compensation Leave**

1. Name :
- 2 .Designation :
- 3 .No. of Compensation Leave now Required : ..... DAY
- 4 .Period for which Compensation Leave is required : on .....
- 5 .Reason for compensation Leave :
6. No. of days of Compensation Leave already availed. : ..... Days
7. Day & Date of holiday duty attended :
- 8 Nature &.Purpose of holiday duty :
- 9 .Signature of the applicant **with date.** :
- 10 .Recommendation& remarks of the HOS/  
W/S Supdt./Sr.Supdt : .....day compensation leave may be sanctioned on.....  
instead of.....day duty attended on.....

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**FOR OFFICIAL USE ONLY**

11. No of days of Compensation Leave : .....days  
availed in current calendar Year 20....
- 12 .Orders of the Sanctioning Authority : .....day, compensation leave sanctioned on... - .- 20  
instead of.....day, duty attended on .....20.....

PRINCIPAL