Modern Education Society's
College of Engineering, Pune
Application for Casual Leave / Compensatory off Application No.:

1. Name	**To be filled in by the Office**
2. Designation	Page No. / Sr. No.
3. Period From : Leave To : No. of Days :	C.L.Consumed so for Days Balance available : Days C.L. now asked for Days It can be granted/It cannnot be granted **Signature of clerk**
4. Reason	
5. Work done on (For C/ off)	
6. Alternate Arrangement	
7. Signature & Date	
8. Remarks of Head of Department Recommended / Not - recommended **Signature** **Date :**	**Sanction order** Granted Not Granted **Principal / Registrar**

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