

**MODERN EDUCATION SOCIETY'S
COLLEGE OF ENGINEERING, PUNE 1**

Application for Earned Leave

| | | |
|-----------|---|--|
| 1. | Name of Applicant | <hr/> Surname _____ Name _____ Middle Name _____ |
| 2. | Designation & Department | Designation _____ Dept. _____ |
| 3. | Period of Leave | From _____ To _____ |
| 4. | Whether the Leave is Suffixed or Prefixed | |
| 5. | Reason of Leave | |
| 6. | Address for Communication during Leave Period | |
| 7. | Signature of Applicant & Date | |
| 8. | Recommendation of Head of the Dept. / Section in charge with Signature | Recommended / Not recommended. |

TO BE FILLED IN BY OFFICE

Leave Balance as on date of Applicant :

| | Accumulated Leave | Half Pay Leave |
|----------------|-------------------|----------------|
| Last Balance | | |
| Less Leave Day | | |
| Balance | | |

Leave Admissible /Not Admissible

Leave/LWP granted

Section In Charge

Registrar/Principal