



**गनी खान चौधरी अभियांत्रिकी और प्रौद्योगिकी संस्थान**  
**Ghani Khan Choudhury Institute of Engineering and Technology**  
(A Centrally Funded Technical Institute (CFTI), under Ministry of Education, Govt. of India)  
नारायणपुर, मालदा जिला, पश्चिम बंगाल, पिन- 732141  
Narayanpur, Dist- Malda, PIN- 732141 (WB)

न हि ज्ञानेन सदृशं पवित्रमिह विद्यते

**Application for grant of Compensatory Leave**

1.	Name & Designation			
2.	Employee Code:			
3.	Department/Section:			
4.	Date of Over Work			
5.	Time of Entry		Time of Exit	
6.	Purpose			
7.	Compensatory Leave applied for	No. of days:	dates:	
8.	Saturday/Sunday/Holidays, prefixed/suffixed and/or intervening	No. of days:	dates:	
9.	Does the leave applied for fall during examination days	Yes/No		
		If Yes, No. of days:                      dates:		
		Pl. give special reasons. (attach a sheet)		
10.	Alternate arrangements made in respect of: (a) Classes/lab classes and concurrence of respective faculty/staff member (b) Other responsibilities (i) Department level (ii) Institute level			
11.	Station Leave required (if yes, pl. give the dates and the contact address during the period)	Yes/No.  Dates:	Contact address:	
12.	Contact telephone no. during the leave period:	Landline No. (with code): Mobile No.:		

Signature of the applicant  
Date:

**Recommendation of HoD/HoS:**

Recommended/Not- Recommended for Compensatory Leave on ..... (Full day/ ½ day).  
Necessary entries have been made in the Compensatory Leave register at Page no. .... sl. No.  
.....

Date:

Signature of HoD/HoS

Approved/Not Approved

Director, GKCIET