Name of the Staff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Employee Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Academic Year 20 -20**

**Total CL available – 12 for Non-Teaching Staff**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sr. NO.** | **Leave Availed**  **on date** | **Total no of days**  **On Leave** | **Balance Leave** | **Sign. Of**  **Applicant** | **Sign.**  **H.O.D** | **Application Recd. Sign from Office** |
| **01** |  |  |  |  |  |  |
| **02** |  |  |  |  |  |  |
| **03** |  |  |  |  |  |  |
| **04** |  |  |  |  |  |  |
| **05** |  |  |  |  |  |  |
| **06** |  |  |  |  |  |  |
| **07** |  |  |  |  |  |  |
| **08** |  |  |  |  |  |  |
| **09** |  |  |  |  |  |  |
| **10** |  |  |  |  |  |  |
| **11** |  |  |  |  |  |  |
| **12** |  |  |  |  |  |  |

**Compensatory off Leave Record**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Date of worked**  **(Holiday)** | **Date of Leave availed** | **Sign. Of**  **Applicant** | **Sign.**  **H.O.D** | **Application Recd. Sign from Office** | **Sr. No.** | **Date of worked**  **(Holiday)** | **Date of Leave availed** | **Sign. Of**  **Applicant** | **Sign.**  **H.O.D** | **Application Recd. Sign from Office** |
| **01** |  |  |  |  |  | **21** |  |  |  |  |  |
| **02** |  |  |  |  |  | **22** |  |  |  |  |  |
| **03** |  |  |  |  |  | **23** |  |  |  |  |  |
| **04** |  |  |  |  |  | **24** |  |  |  |  |  |
| **05** |  |  |  |  |  | **25** |  |  |  |  |  |
| **06** |  |  |  |  |  | **26** |  |  |  |  |  |
| **07** |  |  |  |  |  | **27** |  |  |  |  |  |
| **08** |  |  |  |  |  | **28** |  |  |  |  |  |
| **09** |  |  |  |  |  | **29** |  |  |  |  |  |
| **10** |  |  |  |  |  | **30** |  |  |  |  |  |
| **11** |  |  |  |  |  | **31** |  |  |  |  |  |
| **12** |  |  |  |  |  | **32** |  |  |  |  |  |
| **13** |  |  |  |  |  | **33** |  |  |  |  |  |
| **14** |  |  |  |  |  | **34** |  |  |  |  |  |
| **15** |  |  |  |  |  | **35** |  |  |  |  |  |
| **16** |  |  |  |  |  | **36** |  |  |  |  |  |
| **17** |  |  |  |  |  | **37** |  |  |  |  |  |
| **18** |  |  |  |  |  | **38** |  |  |  |  |  |
| **19** |  |  |  |  |  | **39** |  |  |  |  |  |
| **20** |  |  |  |  |  | **40** |  |  |  |  |  |