



# R.D. ENGINEERING COLLEGE, GHAZIABAD

## Compensatory Application Form

Name of Applicant: \_\_\_\_\_ Designation: \_\_\_\_\_

Department: \_\_\_\_\_

Duty (Date): on \_\_\_\_\_ or From \_\_\_\_\_ to \_\_\_\_\_ No. of Days: \_\_\_\_\_

Purpose of Special Duty: \_\_\_\_\_

Recommended by: Name: \_\_\_\_\_

Designation \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Total leave availed in the current month: (Com .....).

Leave (Date): From \_\_\_\_\_ to \_\_\_\_\_ No. of Days: \_\_\_\_\_

Purpose of Leave: \_\_\_\_\_

Address and Contact Number during Leave: \_\_\_\_\_

\_\_\_\_\_ Contact No. \_\_\_\_\_

Alternative Arrangement: (for Faculty)

Date	Time	Subject	Sec.	Room No.	Faculty Name	Signature

Alternative Arrangement: (for Non Teaching)

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

(Sign.H.O.D.)

Date: \_\_\_\_\_

(Sign. of Applicant)

Date: \_\_\_\_\_

### For Office Use Only

Sanctioned / Not Sanctioned

Remarks \_\_\_\_\_

(Dr. Sanjeev Sharm)

Director

Note: This compensatory leave can be availed within 3 month from the date of duty.

Registrar  
R.D. Engineering College  
Ghaziabad

Director  
R.D. Engineering College  
Duhai, Ghaziabad