



Anjuman-I-Islam's
M. H. SABOO SIDDIK POLYTECHNIC
8, Saboo Siddik Polytechnic Road, Mumbai - 400 008.

Ref. : _____

Date : _____

APPLICATION FOR C.L. / C.O. / EARNED LEAVE / HALF PAY LEAVE / COMMUTED LEAVE

| Name & Designation | Dates of Absence | No. of Days | Reasons of Absence / C.O. in Lieu of work done on foll. Dates |
|-------------------------------|--|-------------|---|
| | | | |
| Alternate Arrangement | Signature of applicant | | |
| Remarks & Signature of H.O.D. | Remarks & Signature of concerned clerk | Bal. E.L. | |

(For claiming C. off. attach office order)

Sanctioned / Not Sanctioned

Encl. :

PRINCIPAL