



**CHOWGULE EDUCATION SOCIETY**

**APPLICATION FOR LEAVE**

Dear Sir/Madam,

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

I, the undersigned \_\_\_\_\_ Designation \_\_\_\_\_  
request for \_\_\_\_\_ days \_\_\_\_\_ (EL/CL/DL) leave from/on \_\_\_\_\_ to \_\_\_\_\_ for  
the following reasons: \_\_\_\_\_

(Attach proof in support of Duty Leave / Special Leave / Medical Leave / Extraordinary Leave, for verification)

My address during the leave period will be: \_\_\_\_\_

\_\_\_\_\_  
(Department)

\_\_\_\_\_  
(Signature)

**Endorsement: Department Head/Program Coordinator**

Alternate arrangements made details: \_\_\_\_\_  
\_\_\_\_\_ days leave may be sanctioned.

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

\_\_\_\_\_  
Department Head/  
Program Coordinator

\_\_\_\_\_  
Authorised Signatory-CES

**{FOR OFFICE USE}**

<i>Earned Leaves/ Casual Leave</i>	<i>Jan</i>	<i>Feb</i>	<i>March</i>	<i>April</i>	<i>May</i>	<i>June</i>	<i>July</i>	<i>Aug ust</i>	<i>Sept</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>
<i>Opening Balance</i>												
<i>Leaves Availed</i>												
<i>Closing Balance</i>												

**ENTERED ON:**      **1.Muster** \_\_\_\_\_      **2. Register** \_\_\_\_\_

SANCTIONED \_\_\_\_\_ DAYS \_\_\_\_\_ LEAVE

DATE: \_\_\_\_\_