

HINDUSTHAN
COLLEGE OF SCIENCE AND COMMERCE

Chennimalai Road, Ingur,
Perundurai - 638 052, Erode

APPLICATION FOR ON DUTY / COMPENSATION LEAVE

Employee code : Date:

Name :

Designation :

Nature of Leave : OD/COL

No. of Days Required :

Date of OD/COL :

Reasons for OD/COL :

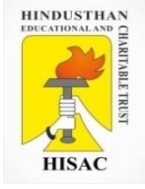
Signature of the Applicant :

Signature of the HOD with

Date :

Principal's Order : Sanctioned / Not Sanctioned

PRINCIPAL



HINDUSTHAN
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Chennimalai Road, Ingur,
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APPLICATION FOR PERMISSION

Name : Date:

Designation :

Department :

No. of permission already
availed in current month :

Permission required : Date : Time :

Reason for permission :

If the applicant leaves the
headquarters, furnish the
contact address and
Phone number, if any :

Signature of the Applicant
With date :

Recomendation of the HOD :

Principal order : Sanctioned/ Not sanctioned

PRINCIPAL