

KENDRIYA VIDYALAYA, INS DRONACHARYA, KOCHI

F. /KVINSÐ/2014-15/

Date

Sri./ Smt. Designation
..... has worked on /w.e.fto In
connection with
.....
.....

He. She is eligible for compensatory leave for days, The leave
should be availed within one month unless otherwise sanctioned.

Principal

KENDRIYA VIDYALAYA, INS DRONACHARYA, KOCHI

APPLICATION FOR THE SACTION OF COMPENSATORY LEAVE

1. Name
2. Designation
3. Leave required w.e.f..... to Date of
(Sanction Order to be attached)
4. Holiday which duty performed

Date

Signature