



# **Shri Ramswaroop Memorial College of Engineering & Management**

**Tewariganj, Faizabad Road, Lucknow – 226028**

SRMCEM/HR/Compensatory Leave/F/06

## **REQUEST FOR COMPENSATORY LEAVE**

Date: .....

Following personnel have/ has worked on Holiday(s)/ Sunday(s) as per details mentioned below:

<b>S. No.</b>	<b>Employee Name</b>	<b>ERP ID No.</b>	<b>Department</b>	<b>Date(s)</b>	<b>Purpose</b>	<b>No. of Days</b>	<b>HR Remarks</b>
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

It is requested that for the above personnel, leave for the number of days as shown above may be **credited** in their account.

**Signature of HOD**

**Recommendation**

**HOD/ AD**

(USE FOR HR CELL)

**Remarks:** .....

**Approved / Not Approved**  
**Associate Director (Admin & IQAC)**

**Director**