

**SANCTION-CUM - APPLICATION FORM FOR AVAILING COMPENSATORY OFF**  
**(TO BE AVAILED WITHIN - 03 MONTHS)**

**Date:** 17-02-2026

**Employee Code:** QPX014

**Name of Employee:** HELI sUTHAR

**Designation:** Jr React Developer      **Dept:** React Developer

**Location:** \_\_\_\_\_ **Shift:** \_\_\_\_\_

**Name of HOD:** \_\_\_\_\_

**Date & time of extra working done on Holiday / W OFF:** No Shift on 03-02-2026

**Reason of Extra Working:** She was asked to

<b>Signature of Applicant</b>	<b>Signature of Approver with Name</b>	<b>HR Approval</b>
_____	_____	_____

**C OFF avail Date** \_\_\_\_\_

<b>Signature of Applicant</b>	<b>Signature of Approver with Name</b>	<b>HR Approval</b>
_____	_____	_____

**Note:**

1. Only 4 C-Off can used in a single month.
2. Use separate form for each C-Off.
3. This form duly approved by the sanctioning authority should be given to HR Department.