

BURDWAN DISTRICT PRIMARY SCHOOL COUNCIL

NETAJI BHAVAN, KACHARI ROAD, BURDWAN

Name of the teacher _____ No. & Name of the School _____ Date of first joining _____ Circle _____

Nature of leave	Leave earned			Leave enjoyed previously			Balance	Proposal for sanctioning of leave				Balance	Date of joining after enjoying leave	Remarks / Date(s) of prefixing or suffixing
	From	To	No. of days	Nature of leave	Period of leave	No. of days		Nature of leave & Ground of leave	From	To	No. of days			
1	2	3	4	5	6	7	(4-7) = 8	9	10	11	12	(8-12) = 13	14	15
1. Half pay leave				1. Commuted leave										
				2. H.P.L in lieu of Com. Leave (i.e no, of Com. Leave X 2)										
				3. Only H.P.L.										
				Total H.P.L. enjoyed (2+3) -										
2. *Medical leave				4. * Medical leave										
3. Other (if any)				5. Extra ordinary leave without pay										

<p>Memo No. _____ Date : _____</p> <p>Submitted to the Chairman/Secretary, Burdwan District Primary School Council, Burdwan in duplicate for his kind approval, Certified that all leave granted in favour of the teacher previously have been duly entered in the S.B. and that the teacher has joined after expiry of his / her leave. Application for leave and joining report after leave with supporting documents (where applicable) are enclosed.</p> <p style="text-align: right;">Sub-Inspector of Schools Circle</p>	<p>Checked & entered</p> <p>May be considered</p> <p>Dealing Assistant</p>	<p>May be granted</p> <p>Section-in-charge</p>	<p>May be granted</p> <p>A.I. of Schools, DPSC, Burdwan</p>	<p>Memo No. Date</p> <p>Granted as proposed / Be modified / rectified.</p> <p style="text-align: center;">Chairman / Secretary Burdwan Dist. Primary School Council, Burdwan</p>
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N.B. : * G.O. No. - 453 SC/P dt. 04.05.1999

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