

# Application for Leave (To be submitted Before proceeding on leave)

..... Primary/Junior Basic School

School No. .... Circle .....

P. O. ...., Dist. Hooghly

To

The Secretary

Hooghly District Primary School Council

(Through Proper Channel)

Sir,

Application for leave other than Casual for which particulars are given below :

1. Name of Teacher.....
2. Designation..... Category.....
3. a) Date of Joining under other Council.....  
b) Date of Joining in this District.....
4. Pay Rs..... H.T. Spl. Pay Rs..... D.A. Rs.....
5. Nature and period of leave prayed for.....  
(Prefixing and suffixing holiday or Sunday, if any).....
6. On what grounds.....
7. Total leave enjoyed upto date i.e. (a) Commuted leave ..... days.  
(from the date of his/her appointment (b) Half-pay leave ..... days.  
to date proceeding the date from (c) Extra-ordinary leave ..... days.  
which the present leave commences) (d) Maternity leave..... days.

Sanctining Memo No. & dt. of Previous leave.....  
enclosed memo No. & dt. of Previous Leave (xerox copy)

I do hereby declare that I shall remain in service after the expiry of leave prayed for, if fail, to join after expiry of this leave, overpayment if made to me in connecting with this leave should in that case, be adjusted against my dues from the Council, It also declare that I am not entangled with any kind of Court Case.

Enco : Original Medical Certificate  
enclosed.

\_\_\_\_\_  
Signature of the Teacher

## Head Teacher's Report

1. Date of return form last leave (leave enjoyed just..... prior to the present  
leave applied for herein)
2. Total leave taken upto date (a) Commuted leave ..... days.  
(prior to present leave as (b) Half-pay leave ..... days.  
per leave record maintained (c) Extra-ordinary leave ..... days.  
in the school). (d) Maternity leave..... days.
3. Half pay leave due upto date (according to the.....completed years of  
service excluding leave prayed for.....days from.....  
to..... on.....grounds.

\_\_\_\_\_  
Signature of the Head Teacher

Date.....

(Seal of the School)

**Sub-Inspector of Schools Report**

Memo No.....

Dated the.....

**Forwarded to the Secretary,  
Hooghly District Primary School Council**

Shri.....a temporary/  
permanent teacher/school Mother of the above mentioned school. His /Her total Half-pay  
Leave due prior to the date of proceeding on present leave applied for herein is.....  
.....days. He/She applied for Half-pay/Commuted/ Extra-ordinary (without pay)  
Maternity leave for .....days, from.....to.....  
.....prefixing and suffixing holiday/Sunday the.....on.....  
.....ground.

He/She has as per Leave Register of teachers maintained in the Office, enjoyed leave  
as detailed below from the date of his/her appointment as a teacher (either under this  
Council or under some other Council ) to the date proceeding the date of commencement of  
his/her present leave.

- (a) Commuted Leave.....days.
- (b) Half-pay Leave.....days.
- (c) Extra ordinary Leave.....days.
- (d) Maternity Leave.....days.

His /Her date of confirmment is.....

The teacher is likely to resumed his/her duty after expiry of the present leave for.....  
days which may be granted to him/her under rule.....of the Revised  
Leave Rules.

**Sub-Inspector of Schools**

Date.....

.....Circle, Dist. Hooghly

**OFFICE REPORT**

.....days  
 (a) Commuted leave .....days  
 (b) Half-pay leave .....days  
 (c) Extra-ordinary leave .....days  
 (d) Maternity leave .....days  
 Half pay leave due upto date (according to the .....completed years of  
 service excluding leave played for .....days from .....  
 to.....on.....

Signature of the Head Teacher

(Seal of the School)

Date.....

**Secretary**

*(Though Proper Channel)*

Sir,

With reference to my leave application dated..... I have  
joined duties this day, the..... 20 in the forenoon  
after enjoying .....days.....leave  
from .....to .....

The Fit Certificate from the Registered Doctor is enclosed herewith.

**Yours faithfully,**

*Assistant Teacher/Head Teacher of School*

**HEAD TEACHER'S REPORT**

Certified that Shri/Smt.....Assistant  
Teacher of my School joined his / her duties on the.....forenoon of .....  
after Expiry of his / her .....leave for .....days  
from.....to.....prefixing/  
Suffixing Sundays / holidays on.....

His / Her application to the above leave (Including Prayer/s for extension of  
leave) was submitted to the Office of the Circle Inspecting Officer  
on.....

\_\_\_\_\_  
*Signature of the Head Teacher*

Date.....

**Sub-Inspector of Schools Report**

\_\_\_\_\_  
**S.I. of Schools**