

D.A.V. COLLEGE MANAGING COMMITTEE, CHITR GUPTA ROAD, NEW DELHI – 110055
INFORMATION ABOUT SANCTION OF LEAVE: HEAD OF DAV PUBLIC SCHOOL
(AS PER RULES GIVEN IN ACCOUNT MANUAL)

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| 1. Name of the School | : | <u>DAV PUBLIC SCHOOL SECL CHHAL</u> | |
| 2. Provident Fund-Number of the School | : | <u>620</u> | |
| 3. Level of the School | : | <u>SENIOR SECONDARY</u> | |
| 4. Affiliation status of the School | | | |
| (a) Affiliation with | : | <u>CBSE</u> | |
| (b) Not affiliated at present | : | <u>N.A.</u> | |
| 5. Name of the employee | : | <u>KRISHNA DATTA SHARMA</u> | |
| 6. Date of initial appointment and Designation : | | <u>11.06.1994 AS TEACHER</u> | |
| 7. Date of initial appointment as Head | : | <u>01.04.2004</u> | |
| 8. Date when placed on probation and confirmed | | <u>11.06.1994 AND 11.06.1996</u> | |
| 9. Total period of service after confirmation | : | <u>29 YEARS</u> | |
| 10. Sanction of Leave | : | From <u>18.11.2024</u> To 19.11.2024 _____ | |
| 11. Total Number of days | : | <u>02 DAY</u> | |
| 12. Leave Sanction | : | <u>WITH PAY</u> | |
| 13. Kind of leave sanctioned | : | <u>CASUAL LEAVE</u> | |
| 14. Leave position before availing | | Leave position after availing | |
| (a) Earned Leave (E.L.) | <input type="text" value="315"/> | (a) Earned Leave (E.L.) | <input type="text" value="313"/> |
| (b) Casual Leave (C.L.) | <input type="text"/> | (b) Casual Leave (C.L.) | <input type="text"/> |
| (c) Half Pay Leave (H.P.L.) | <input type="text"/> | (c) Half Pay Leave (H.P.L.) | <input type="text"/> |
| 15. Address during leave | | :Chhatarpur MP _____ | |

The leave applied may kindly be sanctioned and the station leaving permission may be accorded.

Full signature of the applicant

Approval of Regional Officer/Manager

Ref. No.

Date:

Note : Leave can not be claimed as matter of right.

Any extension of leave/ stay except on very compelling circumstances will be as breach of discipline.

In case of leave on Medical Ground , Medical Certificate is to be produced.