

Entered at Page No.in leave Register

D.A.V. COLLEGE, PEHOWA (Kurukshetra)

LEAVE APPLICATION FORM FOR STAFF

Name.....

Designation.....

Kind of leave	Date	No. of Days	Reason	Sanction of the Principal

Signature of the Applicant

LEAVE RULES

Date.....

1. This form must be used for all application for leave of absence from the college. Application made on blank paper will not be entertained and will be returned for re-submission on prescribed form.
2. Members of the teaching staff must secure leave in person and see the Principal to get the leave secured before it is availed of. Ordinarily they should see the Principal two days earlier so that if possible, alternative arrangements may be made for instruction of classes during the absence of the staff member concerned. In case of illness members of the teaching staff may send the application through some authorised person well in time, so the classes concerned may be informed. Application received at the nick of time causes no small inconvenience to the office as also to the students affected.
3. Leave of absence can not be claimed as matter of right. Absence without leave or overstaying leave including vacation unless satisfactory explained, entails forfeiture of pay for such period as may determined by the competent authority.
4. Members of the ministerial establishment should get their application recommended by the Superintendent / Accountant / Head Clerk.
5. The signature should be legible the designation should be clearly indicated so that no confusion is caused.