

# LEAVE APPLICATION FORM

.....Circle

No. ....

Dated .....

To  
**The Secretary,**  
**Murshidabad District Primary School Council.**

### STATEMENT SHOWING THE PARTICULARS OF TEACHERS PRAYING FOR LEAVE

1. Name of the teacher with designation .....
2. Name of the School where serving .....
3. Whether Confirmed or officiating .....
4. (a) Date of joining under the  
 Murshidabad Dist. Primary School Council .....
- (b) Period of Continuous Service under the Y M D  
 Murshidabad Dist. Primary School Council

5. Leave enjoyed by the teacher.  
 Prior to application for the present Leave  
 since his/her appointment on .....

	Period of Leave (Date to Date)	Total No. of Days
a	b	c
(i) Half pay Leave : .....		
(ii) Commuted Leave : .....		
(iii) Medical Leave : .....		
(iv) Maternity Leave : .....		
(v) Extra ordinary Leave : .....		
(Without Pay & allowances)		

6. Leave now prayed for (Original)  
 (Application of the teacher should be enclosed)

	Priod of Leave (Date to Date)	Total No. of Days
a	b	c
(i) Half pay Leave : .....		
(ii) Commuted Leave : .....		
(iii) Medical Leave : .....		
(iv) Maternity Leave : .....		
(v) Extra ordinary Leave : .....		
(Without Pay & allowances)		

7. Specific recommendation of  
 The Sub Inspector of Schools .....

Cretified that the teacher joined after expiry of his/her Leave

*Sub-Inspector of Schools*

..... Circle

- Enclosed :**
- 1) Joining Report
  - 2) Medical Certificate & Fitness Certificate
  - 3) Leave petition from the teacher

**For Council Office Use**