

ATOMIC ENERGY CENTRAL SCHOOL NO.3, RAWATBHATA
APPLICATION FOR LEAVE

1. Name (in Block Letters) : _____
2. Designation : _____
3. Pay : _____
4. Period of leave applied for : _____ (in word) _____ days
from _____ to _____
with permission to Prefix _____
Suffix _____
5. Nature of leave applied for : _____
6. Ground on which leave is applied for : _____
7. (a) When the leave was taken last : _____
(b) Nature & Period of leave last availed : _____
8. No. of occasions on which the leave was granted during the calendar year : _____
9. Whether LTC is to be availed, if so, for which Block year. : _____
10. Leave address in full : _____

Encl. : _____
Date: _____

Signature of the applicant

Recommendations/ Order of competent authority

1. Leave applied for may be approved/ Not approved/ approved subject to eligibility.
2. Suitable action will be taken regarding custody of papers, equipment and stores etc. before he/she proceeds on leave.
3. Prefixing/ Sufficing of leave to break/ vacation is recommended/ approved.

Principal/ Vice-Principal I/c

Chairman, LMC, AEC Schools, Rawatbhata.

Forwarded to Secretary/ Principal & Admn. Officer, AEES, Mumbai.

Certificate of eligibility (To be furnished by the school office)

1. Certified that Shri/Smt./Kum. _____ is eligible for _____
Days/ EL/Comm. Leave/HPL from _____ to _____.
2. Leave order issued on _____

Dealing Asstt.

JOINING REPORT

I, _____, have joined duty on _____ (FN/AN) after availing
EL/Comm.Leave/HPL/EOL (With MC/without MC) sanctioned/ yet to be regularized from _____ to
_____ with permission to prefix _____
Suffix _____.

Date: _____

Signature of employee

Shri/Smt./Kum. _____ is permitted to assume charge of the post of
_____ on _____ FN/AN.

Date: _____

Principal/Vice-Principal I/c