

JAWAHAR NAVODAYA VIDYALAYA MUDIPU, DAKSHINA KANNADA DISTRICT.

APPLICATION FOR LEAVE OR FOR EXTENSION OF LEAVE.

- 1.Name of Applicant : _____
2.Post Held _____
3.Name of the Vidyalaya : _____
4.Pay : _____
5.HRA & other comp.allow drawn: _____
6. a.Nature of Leave : _____
b.Period of Leave : _____
c.Total No. of days : _____
7.Sunday & Holidays,If any
proposed to be prefixed/suffixed
to leave _____
8.Ground on which leave is
applied for : _____
9.Date of return from last leave
and the Nature and period of that
leave. : _____
10. I propose/do not propose to
avail myself of leave travel
concession for the years during the
ensuing leave. : _____
11.Address during leave period: _____

Date: _____ Signature of Applicant (with date)
12. Remarks of the Office :
Balance of leave applied :

LDC/OS

ORDER OF THE PRINCIPAL

F.No. pf/JNVC/

DATE:

He/She has been sanctioned/Not sanctioned _____ days of _____
Leave from _____ to _____ prefixing _____ Suffixing
_____.

PRINCIPAL

JOINING REPORT

The Principal
JNV,Mudipu, D.K.

Kindly permit me to join my duties in the forenoon of _____
after availing _____ day(s) of _____ leave w.e.f. _____
to _____ Prefixing _____ and
suffixing _____

Yours Faithfully,

Date:
Mudipu

Sign:
Name: ()

