

**JAWAHAR NAVODAYA VIDYALAYA, MUDIPU**

**HEADQUARTER LEAVING APPLICATION FORM**

Date:

Name of the Staff :

Designation :

Date & Time of leaving HQ:

Date & Time of return to HQ :

Contact Ph.No/Mobile No. :

Sl.No.	Details of charges handed over	Name & Designation of the staff taking over	Signature of the reliever

Signature of the Staff

Permitted/Not Permitted