

PROCEEDINGS OF THE HEAD MASTER

Present: Sri/Smt. -----

L.Dis No.-----

Date:

Sub: Sanction of -----leave to Sri/Smt.-----

----- Assistant, Z.P.High School, -----, Orders issued – Regd.

Ref: 1.A.P.Leave rules 1933,Amended from time to time, Rule 13.(2).G.O.Ms.No.186,Fin,dt.23.7.09(commuted leave on medical grounds).(3)G.O.Ms.No.449,Fin-dt,28.10.96 (Full pay on HPL for T.B./ cancer/heart/neuro diseases upto 6 months).(4) GO.Ms.No.254, Fin, dt.10.11.95.(120 days Maternity leave /Abortion leave 42 days) (5) G.O.Ms.No.231,fin.dt.16.9.05 (paternity leave 15 days) (6) G.O.Ms.No.40.Edn.dt.7.5.02 (7) G.O.Ms.No.70,Edn.dt.6.7.09 (8) Medical certificates issued by R.M.P. (9) Application of the Individual.

In exercise of the powers delegated in terms of GOs 6<sup>th</sup> & 7<sup>th</sup> read above, The applicant is sanctioned leave as detailed below on the strength of connected Govt. orders relating to provisions.

A N N E X U R E

1. Name & post & School :-----
2. Date from which the Applicant has been on leave : From dt ----- to dt.-----, ---days  
(Total days) From dt -----to dt-----, ----days  
: From dt -----to dt -----, ----days
3. Nature of leave applied for : ----- on Personal/Medical Reasons
4. Delivery & two living children certificates submitted  
In case of Meternity leave or Paternity leave : Yes
5. Type of leave Sanctioned and dates :

NATURE OF LEAVE	-FROM dt	TO dt	TOTAL DAYS sanctioned
Half Pay Leave			
Commutated leave on Medical Grounds			
Maternity Leave			
Paternity Leave			
Earned Leave			
E.O.L on loss of pay			

6. Balance of Leave at Credit after this Sanction : Half pay Leave ----- days,Earned leave-----days
7. Date of Joining after expiry of leave he/she applied for :dt-----  
(Reposting date incase of Maternity/Paternity leave)
8. Whether necessary entries are made in the S.R. : YES
9. Dates permitted to avail as public Holidays (Prefix/suffix): dt -----
10. Remarks if any :-----

PRTU

Copy to Individual,

Copy to Sub-Treasury Officer.

Signature of Head Master,

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PRTU ---

PRTU --- PRTU

----- PRTU ----- PRTU