



CBSE/Pers.A/ 2017 / 384-99

09/1/2017

OFFICE ORDER

The approval of the Competent Authority regarding 'Standard Process Sheet' to be used by all concerned for applying for leave or extension of leave has been conveyed along with enclosures of Standard Format of leave applications vide Office Circular no. Pers. A/ MISC./Leave/2016/4431-35 dt. 27.04.2017. It has, however, been observed that old leave format is still being used by various units/ employees till date. The Competent Authority has taken a serious note of this.

All the employees / units / Regional Offices / CoEs' are hereby informed once again to follow the directions of the Competent Authority in totality and to apply leave strictly in the enclosed proforma.

This issue with the approval of the Competent Authority.

(Signature)
12/01/2017
(JAIPRAKASH CHATURVEDI)
DEPUTY SECRETARY (A & L)

Copy for information to:

1. PS to Chairperson, CBSE, Delhi.
2. Sr. PS to Secretary, CBSE and Directors of the Board.
3. All the Regional Officers of the Board.
4. All Officers/ Officials of the Board.
5. The Deputy Secretary (IT), CBSE IT Project Unit with a request to upload this office order on Board's website.
6. The Section Officer (Pension Cell)- with a request to inform all the pensioners / retired employees of the Board.
7. The President, SBSWA, CBSE Preet Vihar, Delhi.
8. Notice Board.
9. Scrap Register.

केन्द्रीय माध्यमिक शिक्षा बोर्ड
Central Board of Secondary Education

छुट्टी / छुट्टी बढ़ाने की अर्जी के लिए फार्म

Form of application for Leave or Extension of Leave

1	प्रार्थी का नाम/ Name of Applicant	
1(a)	कर्मचारी कोड / Employee Code	
2	पद/ Post Held	
3	विभाग, कार्यालय और अनुभाग Deptt., Office & Section	
4	वेतन Pay	
5	मांगी गई छुट्टी की किस्म, अवधि और उसके शुरू होने की तारीख / Nature and period of leave applied for and date from which required	
6	छुट्टी के दिन यदि कोई हों, जिन्हें छुट्टी से पहले या बाद में जोड़ना चाहते हैं / Holidays if any proposed to be prefixed/ suffixed to leave.	
7	छुट्टी का कारण / Reason for leave	
8	पिछली छुट्टी से लौटने की तारीख और उस छुट्टी की किस्म और अवधि / Date of return from last leave and the nature & period of that leave	
9	क्या छुट्टी के दौरान स्टेशन छोड़ रहे हैं / Whether leaving station during the leave period	
10	यदि हाँ, तो छुट्टी के दौरान का पता / If so, then address during Leave Period	
11	मेरा विचार आगामी छुट्टी में..... के खंड वर्ष के लिए छुट्टी यात्रा की रियायत लेने का है/नहीं है / I propose/ do not propose to avail myself of leave travel concession in the block years during the ensuing leave.	
तारीख / Date :		प्रार्थी के हस्ताक्षर / Signature of the Applicant
12	नियंत्रण अधिकारी की टिप्पणी और या सिफारिश Remarks and /or Recommendation of the Controlling Officer.	
तारीख / Date. :		हस्ताक्षर / Signature .
		पदनाम / Designation: