

Subject : Joining Report
(To be submitted in Office before resuming the duty)

The Principal
M.V. College of Education
(University of Delhi)
Geeta Colony, Delhi-110031

Sir/Madam,

On having availed of days leave from to
..... I hereby report for my duty 'today' (date).....F.N./ A.N.

I further certify that during the above leave period. I /my family retained the rented accommodation as has been mentioned in the college.

Yours faithfully,

Signature.....

Name.....

Designation

Date

Dates Verified. May be allowed to resume duty.

Asstt. (S.O. Admn.)

Principal

CC to S.O. (Accounts) for information and necessary action

MAHARSHI VALMIKI COLLEGE OF EDUCATION
(UNIVERSITY OF DELHI)
GEETA COLONY, DELHI-110031 Tel.: 011-22085191

Name of the Employee.....

Designation.....

Casual / Compensatory / RH.....

Leave applied for.....No. of day/s.....

Reason.....

Dated.....

Address during the leave

Remarks

Signature of the Employee

Principal

Section Officer (Admn.)

MAHARSHI VALMIKI COLLEGE OF EDUCATION
(UNIVERSITY OF DELHI)
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LEAVE APPLICATION FOR B.Ed. STUDENTS

Session.....

Dated.....

Name of the Student.....

Roll No.....Section.....

Grounds on which leave applied.....

.....

Date From..... To.....

Total number of days to be availed.....

Note : Leave on Medical grounds need to be supported by a regulate medical practitioner as D.U. rules.

Signature of Tutor

Signature of Student (with date)

Address.....

.....

Tel.

Dated.....

Received on :.....

Dealing Asstt.

Principal

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LEAVE APPLICATION FORM

1. Name of the Applicant Shri/Miss/ Mrs.....
2. Post held.....
3. Department / Section
4. Nature of Leave applied for
5. Ground of which leave is applied for
6. Period of Leave applied for..... days from to
7. Sunday and holidays, If any, supposed to be prefixed/ suffixed to leave.....
.....
8. Address during leave.....

Date.....

Signature of applicant

Specific Recommendation of Office Incharge

(FOR OFFICE USE ONLY)

1.days E.L./HPL/Commute Leave/CCL due as on
2. After debiting the above leave balance of..... days is available at his/her credit.
3. The Earned leave/Commuted leave/HPL/CCI/EOL
For..... Days from..... to..... may please be considered and
Sanctioned
4. Since No E.L./HPL is due at his /her credit the leave applied for days
from to May be considered of sanctioned as E.O.L.

Dealing Assistant

Section Officer (Admn.)

Principal