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Provincial Education Officer
District Education Board Secretary

TS Form 13B
Stocked by Ministry of General Education
(Revised form)

100m ES09 12/72 T/R

TEACHING SERVICE

APPLICATION FOR LEAVE (OTHER THAN SICK LEAVE) FOR A PERIOD OF LESS THAN THIRTY DAYS

(Officers in Division I, II and III)

To be completed and forwarded in QUADRUPLET to the Permanent Secretary, through the Provincial Education officer to District Education Board Secretary as early as possible before the proposed date of departure.

PART I

(To be completed by applicant)

Name TS No

Appointment Station

Ministry

Date of commencement of present period of qualifying service 20

(a) Service in months since above at above of proposed leave

Division in which serving Rate of leave days a month

Leave granted since (a) above Days.

Leave applied for days, the first of which is to be

20 Duty to be resumed on 20

Address during Leave

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Date

Signature of Applicant

PART II

(To be completed by Provincial Education Office or District Education Board Secretary)

Leave approved days

Signature

Designation

Date