



SDKL DAV CENT. SENIOR SECONDARY PUBLIC SCHOOL

MANSA-151505 (PUNJAB)

AFFILIATED TO C.B.S.E. NEW DELHI (AFFILIATION No. 1630131 SCHOOL No. 4675)

Ref. No. DAV/MANSA/2025/80

Dated 14/08/2025

Leave Rule Circular

All the Teaching and Non Teaching Staff

It is strongly advised to go through the Leave rules which are binding upon all the employees of DAVCMC and copy of the same is already available on the school website since a long time, so apply for Casual/Earned Leave accordingly.

Basic Procedure to apply for leave must be understood clearly :

- Apply for leave on prescribed leave proforma mentioning the valid reason, date of leave and kind of leave along with contact address during the leave. Official Leave record of every employee will strictly be maintained as per the approval on duly filled-in leave proforma only.
- Prior approval of any kind of leave is mandatory and binding to all.
- In emergent circumstances, employee has to inform the school on Land Line number/Reception Mobile Number about the exigency for leave in the morning at the arrival time of teachers/staff. Even in this case, it is mandatory to submit duly filled-in formal leave application proforma on the very first day of joining after availing leave for official approval and record. The telephonic information given to school on the day of availing leave should not be taken as a substitute of formal "apply & approval" leave procedure.
- Leave can not be claimed as a matter of right and can be refused or revoked if it disrupts school operations or if found a pattern of availing leaves without satisfactory reason or incomplete application or if required for any other reason in the interest of school.
- In case of Leave applied on health issues, the applicant will submit medical fitness certificate before joining.

Please be informed that w.e.f August 18, 2025 and onward all leave requests will be screened under DAV Leave rules and procedure.

The leave cases which will not comply with rules and aforesaid procedures will be placed before LMC for consideration, as per pt. Xi-17.2 DAV leave rules, without any separate notice or correspondence with concerned employee in this regard.


Principal

- Dispersal via Official whatsapp group on 14/08/2025
- Copy to school website under Circular Navigation
- Copy to Reception, Account & Record concern for compliance

MANAGED BY : DAV COLLEGE MANAGING COMMITTEE, NEW DELHI

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