

WEST BENGAL BOARD OF SECONDARY EDUCATION

No. 5197/G/Misc/450, Date: 02.06.1983

To: The District Inspector of Schools (Secondary Education), Nadia.

Sub: Clarification in regard to the submission of leave application by the staff of the school after availing of casual leave under provision 2 read with provisions 10(i) and 10 (iii) of the Leave Rules.

Ref: His Memo No. 681/S.E. dated 14.4.83 addressed to the Director of Secondary Education, West Bengal.

In reply to the query in his letter under reference, the undersigned is directed to state below:

QUERY	REPLIES
1. Whether Leave applications are required to submit to the school authority by the staff of the school after availing of casual leave under the said provisions of the Leave Rules.	1. Admissible Casual Leave can be availed of by the staff of the school after it is duly sanctioned by the school authority concerned. In exceptional circumstances, without prior sanction, a staff of the school may have to be absent from duty, but he or she must submit his/ her application at the earliest opportunity justifying his/her absence. Therefore, the question of enjoying casual leave or any kind of leave by a teacher or a nonteaching employee without applying for it does not arise.

Sd/- A. Gupta for Secretary