



Standard Operating Procedure(Sop)

LEAVE FOR NON-TEACHING STAFF

FLOW CHART OF SUBMITTING LEAVE APPLICATIONS (ONLINE)

APPLY FOR LEAVE AND SEND THE LEAVE FORM [word file] TO THE OFFICE AT LEAVE@LSRAHEJA.ORG

The Office will forward LEAVE APPLICATION with past leave details to the OFFICE SUPERINTENDENT (OS) FOR APPROVAL.

OS WILL put - **YES or NO** AND PUT remark, if needed, on the LEAVE APPLICATION AND EMAIL THE LEAVE APPLICATION to the PRINCIPAL keeping the applicant in cc

SANCTIONED /NOT SANCTIONED. APPLICANT should check the Office.



FLOW CHART OF SUBMITTING LEAVE APPLICATIONS (OFFLINE)

APPLY FOR LEAVE AND SEND THE LEAVE FORM [word file] TO THE OFFICE. The Office will forward LEAVE APPLICATION with past leave details to the OFFICE SUPERINTENDENT (OS) FOR APPROVAL.

The applicant must get ACKNOWLEDGEMENT of the leave application submitted.

OS WILL put - **YES or NO** and PUT remark, if needed, on the LEAVE APPLICATION AND send to the Principal for final sanction.

SANCTIONED /NOT SANCTIONED. APPLICANT should check with the Office.



GENERAL INSTRUCTIONS TO ALL STAFF MEMBERS

1. Leave is not a matter of right.
2. One should not proceed on leave without prior sanction of leave. Before you proceed on leave make sure that your leave is sanctioned.
3. Leave application must be submitted in advance.
4. Planned leave must be intimated well in advance.
5. All leave application must be sent to the OS.
6. It will be the sole responsibility of the applicant to enquire about the status of leave. Submission of leave application does not amount to sanction of leave.
7. LEAVE FORM IS TO BE SIGNED IN DIGITALLY OR IN PERSON, AS THE CASE MAY BE WITHOUT WHICH IT WILL NOT BE ACCEPTED.


PRINCIPAL