

From _____

To
The District Educational Officer
.....District.

Sir ,

Sub: School Education – Dist. – Modification of Leaves in respect of the certain teaching / non teaching staff – Req – Reg.

I submit that, the leave account in the FR Attendance app in respect of Sri / Smt _____, working as _____ at _____ School of _____ Mandal are found incorrect on verification of the FR attendance app and available physical records. Hence, I request you to unfree the following leaves of the individual so that he/she can submit the correct data in their FR attendance app login. The details of the leaves to be corrected are as follows::

Name of the Teacher::	Treasury Id:	Designation:

S.No	Type of Leave	Leaves as per FR Attendance app			Leaves to be corrected		
		No of Leaves at credit	Leaves Availed	Balance	No of Leaves at credit	Leaves Availed	Balance
1	Casual Leave						
2	Special Casual Leave						
3	Casual Leave (Additional for Women)						
4	Child Care Leave						
5	Earned Leave						
6	Half Pay Leave						
7	Half Pay Leave (Private Affairs						
8	Samaikyandra ELs						
9	Extraordinary Leave						
10	Study Leave						
11	Maternity Leave						
12	Paternity Leave						
13	Abortion Leave						
14	Special Disability Leave						
15	School Infrastructure improvement Leave						
16	Spl Casual Leave on Spl Occasions – National/State Events						
17	Spl. Casual leave on Spl Occasions Participating in Recognized Unions						
18	Spl. Casual leave on Spl Occasions – Participating in Scouts & Guides Camps						
19	Spl. Casual leave on Spl Occasions – Vasectomy						
20	Spl. Casual leave on Spl Occasions – Tubectomy						
21	Spl. Casual leave on Spl Occasions – Wife Tubectomy Operation						
22	Spl. Casual leave on Spl Occasions – Recanalization of Tubectomy Operation						
23	Spl. Casual leave on Spl Occasions – MLC Elections						
	Spl. Casual leave on Spl Occasions – MLC Elections						

Signature of the DDO