

Certificate

It is to certify that I _____ Designation: _____, School of _____, Faculty of _____, have performed the duties _____(classes/ examination/ other official work) as per time-table / schedule / date sheet / notice, etc. as assigned to me by the Head of the School during the vacation period _____; _____ & _____ in the Calendar year 2020 (Summer – June 2020 / Winter- Dec, 2020) & Calendar year 2021 (Summer –June 2021) respectively.

In view of the above, it is requested that Earned Leaves in lieu of performing duties during vacation period, may kindly be credited in my leave account.

Signature of the Faculty Member
Dated: _____, 2021

Verification:

It is verified that the details provided by Dr./Mr./Ms. _____ Designation: _____, School of _____, Faculty of _____ have been checked and the claims made are verified with School / Office records. He/She has taken classes/ conducted examination/ other official work, (may specify details if available) as per the time-table / schedule/ date sheet / notice, etc. as assigned to him/her during the vacation period _____; _____ & _____ in the Calendar year 2020 (Summer – June 2020 / Winter- Dec, 2020) & Calendar year 2021 (Summer –June 2021) respectively.

In view of the above, it is recommended that Earned Leaves in lieu of performing duties during vacation period, as per rules, may kindly be credited in his/her leave account.

Signature of Head of the School
Dated: _____, 2021

Recommended for consideration and crediting of Earned Leaves as per rules.

Signature of Dean of Faculty
Dated: _____, 2021