

**TEACHING SERVICE COMMISSION****TEACHER LEAVE DATA COLLECTION & SURVEY 2025/2026****1. Current School Status**School Name : Province :  District : Teaching Sector :  Total Teaching Years : **2. Personal Details**Name:  Surname: File No:  Position No: Home Province:  Home District: Contact No:  Email: **3. Leave fare Information**Leave Destination Province: Year Last Leave Taken: District: Due Year for Next Leave: If you applied for 2026  
provide copy of full leave  
application & all  
attachments **4. Leave fare Payment Status History (Tick One:**Fully Paid (Received 100% of leave entitlement: ☐Partially Paid (Underpaid) ☐Not Paid at all (Missed out completely) ☐Shortfall Amount  K

Justification/Reasons for Outstanding Balance:

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| No | Full Name of Dependent | Relationship | Date of Birth<br>DD/MM/YYYY | NID Number |
|----|------------------------|--------------|-----------------------------|------------|
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**6. Signatures & Verification**Teacher's Name: Teacher's  
Signature:  Date: **OFFICIAL USE ONLY****PART A: SCHOOL LEVEL VERIFICATION****TEACHERS ATTENDANCE MONTHLY RETURNS/Headmaster / Principal Remarks:** [ ] Recommended [ ]  
Not Recommended (Full Time Performing Teacher/ Inconsistent attendance/Nil Performance)Name:  Signature:  Date: **PART B: TSC PROVINCIAL OFFICE**All record confirm: eligible for full leave fare: yes/no  
Nil/Inconsistent Attendance/Punctuality records will require deduction, on nil payment.Name:  Signature:  Date: 