

FOR OFFICE USE ONLY

1. Leave Record a) Leave Due
b) Leave now applied for
c) Balance, if sanctioned

2. Recommendation of the next Superior/Head
Recommended/not recommended
Reasons for not recommending for sanction, if any

3. Arrangements made/Relief Mr./Mrs..... arranged.

.....
Vice Principal/Headmistress

Leave sanctioned or not sanctioned

Date:

PRINCIPAL