

**IDEAL HIGH SCHOOL & JR. COLLEGE**  
**APPLICATION FOR LEAVE ( E. L. / COM. LEAVE / E. O. LEAVE )**

**DATE :** / /

1. NAME : \_\_\_\_\_
2. DESIGNATION : \_\_\_\_\_
3. LEAVE DETAIL : \_\_\_\_\_

TYPE OF LEAVE	FROM	TO	TOTAL NO. OF DAYS	PREFIX / SUFFIX

4. REASON FOR LEAVE : \_\_\_\_\_
5. NO. OF OCCASIONS LEAVE TAKEN DURING ACADEMIC YEAR : \_\_\_\_\_  
 ( E. L. / COM. LEAVE / E. O. LEAVE )
6. FULL ADDRESS DURING THE LEAVE: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Applicant's Signature

7. LEAVE AT THE CREDIT OF APPLICANT:

AS ON DATE	E. L.	COM. L.

8. RECOMMENDED / NOT RECOMMENDED Signature of H. M.
9. SANCTIONED / NOT SANCTIONED SUBJECT TO ELIGIBILITY

Signature of Chairman  
 ( School Committee / Secretary General )

10. SANCTION COMMUNICATED TO APPLICANT ON \_\_\_\_\_
11. ENTRY MADE INTO SERVICE BOOK / LEAVE A / C. ON PAGE NO. \_\_\_\_\_

Signature  
 ( H. M. / CLERK )

Ref.:

**DATE :** / /

**IDEAL HIGH SCHOOL & JR. COLLEGE**  
**LEAVE ORDER**

1. NAME : \_\_\_\_\_
2. DESIGNATION : \_\_\_\_\_
3. NATURE OF LEAVE ( E. L. / COM. L ) FROM \_\_\_\_\_ TO \_\_\_\_\_  
 TOTAL NO. OF DAYS \_\_\_\_\_ PREFIX \_\_\_\_\_ WITH SUFFIX \_\_\_\_\_
4. BALANCE OF LEAVE :

AS ON DATE	E. L.	COM. L.

The above leave / s has / have been sanctioned  
 by the competent authority.

Signature  
 ( H. M. / Clerk )