

## LEAVE FORMAT

- 1) Name of Cadet \_\_\_\_\_
- 2) Class & Sec \_\_\_\_\_ Hostel \_\_\_\_\_
- 3) House Name \_\_\_\_\_
- 4) Leave details:-
  - a) Previous leave taken from \_\_\_\_\_ to \_\_\_\_\_
  - b) Leave applied from \_\_\_\_\_ (Date) and \_\_\_\_\_ (Day)
  - c) Leave applied to \_\_\_\_\_ (Date) and \_\_\_\_\_ (Day)
  - d) Total number of days \_\_\_\_\_
  - e) Reason for Leave \_\_\_\_\_
  - f) Address on while leave \_\_\_\_\_
  - g) Emergency Contact No \_\_\_\_\_

### Undertaking by Parents/Guardian

This is to certify that Cadet \_\_\_\_\_ S/o or D/o \_\_\_\_\_  
is taking leave from \_\_\_\_\_ to \_\_\_\_\_. His/ Her Parents / Guardian  
is responsible for his/her academic loss.

Date : \_\_\_\_\_  
(Sign of Parents / Guardian)

Class Teacher Sign \_\_\_\_\_

Sr Master Sign \_\_\_\_\_

Principal Sign \_\_\_\_\_