

**SRI GURU HARKRISHAN SEN. SEC. PUBLIC SCHOOL PATTI
LEAVE APPLICATION FORM**

Name of the applicant..... Designation

Leave applied for day /days (from to)

Nature of leave applied for: Medical / Casual / Earned / Other.....

Reason for leave taken

0 1 2 3 4 5 6 7 8

Time Table

Date.....

Signature of applicant with date

Remarks by the office

Leave Type	Leave availed (This Month)	Leave availed (Total)	Leave Balance
Casual leave			
Medical leave			
Earned leave			

Dealing officer

PRINCIPAL

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