

## **PROCEDURE FOR APPLYING LEAVE**

1. Download and print leave application from School website [www.sainikschoolkorukonda.org](http://www.sainikschoolkorukonda.org)
2. Fill all the details in BLOCK LETTER only.
3. Sign the application with date.
4. Escort is must for cadets for VI to X. In case of Escort, ID Proof (Aadhaar / Govt Photo ID) must be submitted by the parent with the leave application.
5. Send scanned copy with parent signature 14 days before commencement of leave.
6. Leave will be granted to the cadets for death of immediate blood relatives, marriage of siblings only and on medical grounds (approved by school medical officer / Govt doctor Vizianagaram).
7. For any emergency, contact House Master through school Email.
8. School Email ID : [sainikschoolkorukonda@yahoo.co.in](mailto:sainikschoolkorukonda@yahoo.co.in).

(TO BE FILLED IN BLOCK LETTERS ONLY)  
Send the leave application to Email ID – [sainikschoolkorukonda@yahoo.co.in](mailto:sainikschoolkorukonda@yahoo.co.in)

**Parent's Detail**

Name \_\_\_\_\_

Email \_\_\_\_\_

Mobile \_\_\_\_\_

**Parent's Address**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Pin \_\_\_\_\_

Letter Ref No \_\_\_\_\_

Date \_\_\_\_\_

To,  
The Principal  
Sainik School Korukonda  
Vizianagaram (AP)

**THROUGH HOUSEMASTER**

**Request for Out pass / Leave / Vacation Holidays – Regarding**

Respected Sir,

1. I, Sri / Smt \_\_\_\_\_ (relationship) Father/Mother/Guardian of Cadet \_\_\_\_\_ Roll No \_\_\_\_\_ Class \_\_\_\_\_ House \_\_\_\_\_ would like to take my ward to \_\_\_\_\_ (place) on Outpass / Leave / Vacation holiday from \_\_\_\_\_ (date) to \_\_\_\_\_ (date) at \_\_\_\_\_ hrs (Time) \_\_\_\_\_ (date).

2. **Reason for Leave** is \_\_\_\_\_

3. **Undertaking.** I undertake that -  
(a) My ward will return to school on due date & time.  
(b) I will be solely responsible for loss of his studies during the leave / absence.

4. **Escort.** I hereby authorise the following Escort to collect my ward on my behalf. Details of escort are as follows :- (Escort is mandatory for the Cadets studying up to Class X th)

Name of Escort _____	Address of the escort _____
Relationship _____	_____
Aadhaar ID No _____	_____
(Aadhaar number to be verified by House Master)	Tele No. _____

Signature of Cadet \_\_\_\_\_

Signature of Escort \_\_\_\_\_

Signature of Parent / Guardian \_\_\_\_\_

**Remarks by House Master**

1. Total leave availed in the year (01 April to 31 March) - \_\_\_\_\_ days
2. I have verified that reason for leave is valid and genuine.
3. Remarks \_\_\_\_\_

Date :

Signature of House Master \_\_\_\_\_

**Recommended / Not Recommended**

**Approved / Not Approved**

Vice Principal / Adm Officer

Principal

Date :

Date :