

**PROCEEDINGS OF THE HEADMASTER, KADACHIRA HIGHER
SECONDARY SCHOOL, KADACHIRA**

Sub : Leave—Commutated leave/ Earned leave/ Half pay leave forday(s) on private affairs
from.....to..... Sri/ Smt.....
..... , Kadachira Higher Secondary School, Kadachira ---Granted –Order Issued

Read : Application dated of Sri/ Smt.....

Order No. L.Dis./ Dated

Sri/ Smt is granted
Commutated Leave/ Earned Leave/ Half pay leave on private affairs / Medical ground for
day(s) fromto with permission to prefix on
..... and suffix onas
per Rule 84 part 1 KSR.

Certified that necessary entries regarding the commuted leave/ Earned leave/ Half pay leave
has been made in the Service Book of the incumbent.

Headmaster

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