

To

The Vice-Principal/Principal,
Atomic Energy Central School No.3,
Rawatbhata.

Subject: **Permission to leave head-quarter.**

Sir,

I wish to go to _____ during the holidays/Vacation from _____ to _____. I may please be permitted to leave the head quarter on _____ (F/N)/ (A/N). I shall report for duty on _____(F/N)/(A/N)

i.e. the day of re-opening of the school after the holidays/vacation.

My full address during the said holidays is given below:

Yours faithfully,

Date: _____

(_____)
Name : _____
Designation : _____

Full Address:

Permission to leave the head quarter is granted/ not granted.

Vice-Principal/ Principal

ATOMIC ENERGY CENTRAL SCHOOL No. 3, RAWATBHATA

With reference to his/her application dated _____ Shri/Smt.Kum. _____

_____ is informed that competent authority has granted/not granted permission to leave the head- quarter from _____ to _____ during the holidays/vacation.

Vice-Principal/ Principal

S/pro