



**SAINIK SCHOOL SAMBALPUR, SAMBALPUR (ODISHA)**  
**LEAVE APPLICATION: CADETS**  
**(To be filled by Parent/ Guardian /Escort)**



Dated : \_\_\_\_\_

Parent / Guardian /Escort Applicant Name: \_\_\_\_\_

Parents Address: \_\_\_\_\_

Pin- \_\_\_\_\_ Tele/Mobile No \_\_\_\_\_

The Principal, Sainik School Sambalpur  
(Odisha) Pin-768025

**THROUGH HOUSEMASTER**  
**REQUEST FOR OUT PASS /LEAVE/ VACATION HOLIDAYS – REGARDING**

Respected Sir/Madam,

1. I, Mr /Mrs \_\_\_\_\_ Father/Mother/Guardian (relationship) of Master \_\_\_\_\_ School/Roll No \_\_\_\_\_ Class/Sec \_\_\_\_\_ House \_\_\_\_\_ Room No/ Dormitory No \_\_\_\_\_ would like to take my ward to \_\_\_\_\_ (place) on Out pass/Leave/for vacation holidays from \_\_\_\_\_ to \_\_\_\_\_ (date) at \_\_\_\_\_ hrs on \_\_\_\_\_ (date). Reason for leave \_\_\_\_\_ I have authorized Mr /Mrs \_\_\_\_\_ to collect my ward on my behalf (identity proof of the escort is attached).

2. **I undertake that :-**

- (a) My ward will return to school on due date & time. In case I fail to do so disciplinary action may be taken against my ward.
- (b) I will be solely responsible for loss of his/her studies for the leave /absence period.

3. Details of escort for cadet is as follows:-

<b><u>Name :</u></b>	<b><u>Relationship</u></b>	<b><u>Address of the escort</u></b>
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(i)

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

\_\_\_\_\_  
Name & Signature of Parents/Escort

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

**Recommend/ Not Recommend**

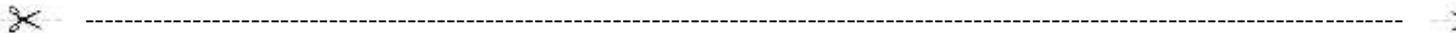
**Approved /Not Approved**

Vice Principal /Adm Officer

Dated :

Principal

Dated :



**SAINIK SCHOOL SAMBALPUR, SAMBALPUR (ODISHA)**  
**LEAVE CERTIFICATE: CADETS**  
**(To be filled by House Master)**

1. Cadet (Name) \_\_\_\_\_ Father/Mother/Guardian (relationship) of School/Roll No \_\_\_\_\_ Class/Sec \_\_\_\_\_ House \_\_\_\_\_ Room No/ Dormitory No. \_\_\_\_\_ is hereby granted \_\_\_\_\_ days of on Out pass/Leave/for vacation holidays from \_\_\_\_\_ to \_\_\_\_\_ (date) at \_\_\_\_\_ hrs on \_\_\_\_\_ (date) on his/her parents request . Reason for leave \_\_\_\_\_. Escort for his/her leave period is Mr /Mrs \_\_\_\_\_ (Father/Mother/authorized Guardian).

2. **Note :-**

- (a) Cadet to report back on due date & time.
- (b) Disciplinary action may be initiated against the cadet in case of delay is reporting /absence without leave.
- (c) In case any emergency contact respective **House Masters (Agni House Mob No - 9692299677), (Dhanush House Mob No - 9692200678), (Prithvi House Mob No- 9692200676), (Shaurya House Mob No - 9692200675)**

Signature of House Master  
Dated :



Signature of Senior Master  
Dated :