

**FAZAIA INTER COLLEGE, SHAHBAZ
(LEAVE PROFORMA)**

Name _____ Designation _____ Section _____

Leave from _____ to _____ Total days _____

Nature of leave (i) Casual _____ (ii) Sick _____

Leave availed during current year (i) Casual _____ (ii) Sick _____

Absent Record in current year _____ Phone: _____

Reason _____

Date _____ Signature _____

Recommended / Not Recommended

Date _____ HM/ I/c Progress/ Admin

Approved / Not Approved

Date _____ Principal

**FAZAIA INTER COLLEGE, SHAHBAZ
(LEAVE PROFORMA)**

Name _____ Designation _____ Section _____

Leave from _____ to _____ Total days _____

Nature of leave (i) Casual _____ (ii) Sick _____

Leave availed during current year (i) Casual _____ (ii) Sick _____

Absent Record in current year _____ Phone: _____

Reason _____

Date _____ Signature _____

Recommended / Not Recommended

Date _____ HM/ I/c Progress/ Admin

Approved / Not Approved

Date _____ Principal