



**OFFICE OF THE PRINCIPAL GOVT: HIGHER SECONDARY SCHOOL  
CHITOR DISTRICT SWAT.**

No: 8332

Date: 20-Aug-2024

To

The District Education Officer (Male)

Elementary and Secondary Education

District Swat.

**Subject:** APPLICATION FOR EXTRA ORDINARY LEAVE W.E.F 16-10-2024 TO 16-10-2026.

**Memo:**

I am writing to request for the above mentioned leave for a period of two years, starting from 16-10-2024 to 16-10-2026. The reason for this request is that, I am currently engaged in the construction of our family house, and I am the only one, available to oversee the work.

Given the magnitude of this responsibility and the time it requires; it will be challenging for me to balance my duties at the school with my obligations at the construction site. Therefore, I kindly request you to grant me leave for the aforementioned period.

I assure you that I will complete all my pending tasks and hand over any necessary responsibilities to my colleagues before my leave begins to ensure a smooth transition and minimal disruption to the lab operations. I am hopeful for your understanding and favorable consideration of my application.

Thank you

Sincerely,

Shakil khan

Lab Attendant

GHSS Chitor Swat