

**APPENDIX – 7**

**APPLICATION FORM FOR CONDONATION OF SHORTAGE OF ATTENDANCE PRESCRIBED**

1. Name of Higher Secondary School with district :
2. Name of the candidate as per the admission register [ in block letters] and postal address :
3. Total No. of working days during the academic year :
4. No. of days present :
5. No. of days absent :
6. Shortage of attendance from the minimum prescribed :
7. No. of days for which condonation is required :
8. Reason for absence / whether Medical certificate enclosed :
9. Particulars of condonation fee remitted  
No. and date of Chalan :  
Name of Treasury :  
Amount remitted :

[Head of account. 0202-01-102-97 [03] other receipts]

10. Signature of the student :
11. Recommendation of the Principal of the school :

Certified that timely application for leave was made and leave has been granted.  
Condonation was granted / not granted to the student previously.

Place :

Date :

Signature of the Principal

[School seal]