



SAINIK SCHOOL GHORAKHAL, NAINITAL

STANDING OPERATING PROCEDURE (SOP) FOR GRANTING LEAVE TO THE CADETS

1. Leave could be granted to a cadet under any one of the following circumstances:
 - (i) On the occasion of marriage conducted for own brother/ sister only. No of days: 2 or 3 depending upon the distance of place.
 - (ii) In the event of death of a family member (father, mother & own brother & sister only). No. of days: 2 or 3 depending upon the distance from school.
 - (iii) In the case of serious illness of a family member (grand parents, parents, brother and sister only) No. of days: 2 or 3.
 - (iv) In the case of a special medical treatment to be given at outstation (home) for a cadet – when recommended by a specialist doctor and when the school authorities decide to send the cadet home. No. of days depends upon nature of sickness.
 - (v) The students emotional aspect also may be considered (especially classes VI & VII) to grant one or two days leave viz. parents serving abroad- making rare visits and brief stay. Father serving in army- leave may be granted for an important occasion and similar cases who do not normally take any leave.
2. Whether leave could be given or not on important days of school activities like Examination?
 - (i) In the event of sudden demise of a family member, leave could be granted to a cadet irrespective of his participation in any activity including annual examination.
 - (ii) In the event of death of grand parents, leave could be granted, other than the annual examination days.
3. Genuinity of cases:
 - (i) A detailed record of all family members of each cadet is to be kept in the respective cumulative record and the House- Master is to certify whether the case is genuine or not.
 - (ii) Leave may be granted to some special cases if it is unavoidable by the recommendation of Vice Principal.

4. Academic Performance of cadets: Cadets who are poor in academics generally are not allowed to go on leave. However, leave may be granted to them if circumstances are unavoidable.
5. Late Arrival of Cadets from leave:
- (i) Extension of leave will not be granted under any circumstances. Generally, late comers from leave are not allowed to enter the school.
 - (ii) If for reasons unavoidable, intimation about the late arrival of the cadet should be sent in writing to the authorities of the school by the parent well in advance.
 - (iii) Investigation should be initiated by the Hostel Superintendent to verify the reason and the same is to be intimated in writing by the House Master to the Vice Principal through the Senior Master.
 - (iv) If a cadet reached late to the school without prior intimation, he is to be sent back with immediate information to the parent about the reaching time of cadet at the expense by the concerned student.
 - (v) In case a cadet has not reached in time (within the next 24 hours), the parents are to be informed by the Hostel Superintendents/ Housemaster at the cadet's expense.
6. Leave (letter) application and sanctioning procedure:
- (i) The existing procedure to grant leave for cadets who apply for leave will continue. Hostel Superintendent - Housemaster - Sr Master - Vice Principal
 - (ii) The date and time of reporting by the cadet is to be filed for future reference.
7. Cadets are required 75% attendance in the school as per CBSE norms through out the academic session. Failing which the cadets will not be allowed to appear in the Annual Exam.

22 Jul 2023



(VS Dangwal)
Gp Capt
Principal