**OFFICE OF THE GAZETTED HEADMASTER (FAC)**
**……..**

**Lr.No. ……../2026** **Date: …… .06.2026**

**From**
**GAZETTED HEADMASTER**
**ZPHS/MPHS/GHS ……..**
**MP: ……**

**To**
**THE DISTRICT EDUCATIONAL OFFICER**
**JOGULAMBA GADWAL DISTRICT**

**Respected madam,**

**Sub:- Submitting the workdone statement of summer Vacation - 2026 for Preservation of EL's - Req-Reg.**

**Ref:- 1). Office of the Director of Govt.Exams, Telangana-Hyd, Lr.No.149/B-2/2026, Dated:29.04.2026**

**2). Board of Secondary Education, Telangana, Hyderabad Proc.No.152/B2/2026, Dated:29.04.2026**

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**In view of the above subject cited that I am submitting the workdone statement for the period from 29.04.2026 to 14.06.2026 (Summer Vacation) for preservation of Earned Leaves.**

**Hence kindly sanction and preserve the Earned Leaves in my ELs account for the period as said above.**

**Thanking you madam,**

**Yours faithfully**

**Name of the GHM: …….**
**School Name: ……**
**Mandal: …….**

Enclosed:-

1. Work done Statement.