



COMSATS University Islamabad Abbottabad Campus

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LEAVE APPLICATION PROFORMA

Part: A

Employee Name: _____

Designation: _____ PF #: _____

Department/ Place of Duty: _____

Leave Applied From: _____ To: _____ () Day(s)

Nature of Leave: Casual Earned Leave without pay

In case of more than 05 days leave cover letter must be attached.

Reason for Leave: _____

Address During Leave: _____

Contact/Mobile No: _____

Applicant Signature

Recommended:
Not Recommended:

Head of Dept/ Section

FOR PERSONNEL DEPARTMENT ONLY

Part: B

LEAVE RECORD

NATURE OF LEAVE	TOTAL LEAVES	LEAVE AVAILED	BALANCE LEAVE
CASUAL LEAVE			
EARNED LEAVE			

FOR APPROVING AUTHORITY ONLY

Approved: Not Approved:

APPROVING AUTHORITY