

Leave Requisition Form

Part 1 (To be filled by Employee)

Date of Initiation: 21 APR 2023

Full Name : Mohd Adnan	Employee Code : 6569
Job Title : Helper	Business Unit : QFM
Department : Flour Delivery	

Leave Type

Annual [] Encashment [] Leave Without Pay [] Leave With Pay []

Leave Information

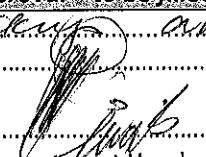
Leave From: 20.05.23 Leave up to : 18.06.23 No of Days : 30 Return to duty date: 19.06.23

Contact Details while on vacation

Telephone No. :	Mobile No. : 0092-3024303919
Address : Pakistan	Email ID :
Backup employee during leave period based on discussion with Dept. Head: Zeeshan	Signature of backup employee: 


 05.23
 Signature of Employee

Part 2 (Department Approval – to be filled by Department Head)

Remarks (if any): 	Date: 18-04-2023
Signature of Department Head	

Part 3 (Leave Eligibility – to be filled by HR)

DOJ : 04/12/2021	Total leave taken : —
Passport Expiry : 28/6/2026	QID Expiry : 1/12/2023

Leave Passage & Dependent Details:

Islamabad economy ticket for self


20/04/23

From 4/12/21 to 5/5/23 for 31.56 days.

Unit - HR & Admin

Part 4 (Final Approval – to be filled by CEO/GM/VP)

No of Days :	Signature : 	Date :
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