

COMSATS Institute of Information Technology, Lahore LEAVE APPLICATION FORM (LF Ver 1.1)

Name			Designation			
Department_			Date of Joining			
Nature of Lea	ave: Casual	Earned M	fedical An	y other Spe	ecify	
From to Total Number of Days						
Reasons for I	eave:					
	Leave.	Signature of A	nnlicant			
Date Signature of Applicant						
For Official	Use Only					
Leave Reco	rd					
Casual Leave		Earned Leave		Other Leave		
Availed	Balance	Availed	Balance	Availed	Balance	
+						
Date Signature Designation						
Recommend	ed /Not Recomm	nended				
Date Signature Designation						
- Designation						
Approved / I	Not Approved					
Date	_ Signature	Des	signation			
			8			
For Admin I	Branch Use Onl	The second secon	otification			
The Compete	ent Authority has	s been pleased	to grant	day	/S	
to the above r	named applicant	w.e.f		_ to		
This is	s issued with the	approval of the	competent aut	hority.		
Assistant Registrar (Admin.)						

- Deputy TreasurerPersonal File