

**UNIVERSITY OF ENGINEERING AND TECHNOLOGY TAXILA**  
**LEAVE APPLICATION FORM**

Name of applicant: \_\_\_\_\_ Designation \_\_\_\_\_

Department/Section/Branch \_\_\_\_\_

Nature of leave (applied): Casual Leave/ Earned Leave (LFP, EOL) ETC: \_\_\_\_\_

From (date) \_\_\_\_\_ to (date) \_\_\_\_\_: Total (days) \_\_\_\_\_

Purpose of Leave:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

**Leave Account / Leave Balance (as on the date of application)**

Kind of leave: (CL/LFP, etc): \_\_\_\_\_, Balance (in days) \_\_\_\_\_

\_\_\_\_\_  
**Dealing Official**

Note: Balance of LFP, where so applied, shall be written by Establishment Branch. The Balance of CL Shall be indicated by the concerned offices.

Lab Name: \_\_\_\_\_

Recommendation by the Lab Incharge: \_\_\_\_\_

Recommendation by the Chairman: \_\_\_\_\_

Date and official Seal

NB:

1. In case of LFP/EOL, this application, duly signed by the applicant and the recommending and sanctioning officers must reach the Establishment Branch before the commencement of leave.
2. After having availed such leave the applicant shall submit resumption report which shall immediately be forwarded to the Establishment Branch.
3. Overstay, delay etc, shall be watched by the recommending officer and reported to the sanctioning officer at proper timing.