



EX - PAKISTAN LEAVE APPLICATION FORM

PART - I

1. Name: _____ 2. S/O, D/O, W/O: _____
3. Designation/Appointment: _____ 4. Department: _____
5. Date of joining: _____ 6. Type of leave applied:
OT/Post Doc./SL/EX/Collaboration _____
Please mention the appropriate type of leave
7. Purpose of leave: _____
8. Leave Duration: From _____ to _____ (Total days: _____)
9. Leave already availed (during the year): _____ 10. Balance Leave: _____
(To be filled by HR)
11. Contact details of next to kin: _____
12. In case of ex-Pakistan leave, mention the leave address:
13. Leave Address (with Tel/fax/e-mail etc.): _____
14. No. of students (MS/MPhil/PhD) under supervision _____ since _____ to _____
(For Faculty Only)
15. Do you require an N.O.C for this travel? YES NO **(Attach copy of passport, if Yes)**

Date: _____

Signature of Applicant



PART – II (For Chairperson/HOD Only)

16. Chairperson/HOD Remarks.

During his absence, teaching/research/supervision/administrative responsibilities will be carried out by:

Number of faculty/staff members already on leave ex-Pakistan (sabbatical, extraordinary leave etc.)
in the department:

17. Remarks, if any _____

Recommendation by Chairperson/HOD

Recommended

Not Recommended

Signature/Stamp of Chairperson/Head of Dept.

PART – III (For VC Office Only)

Sanctioned

Not Sanctioned

18. Remarks, if any _____

Signature of the Vice Chancellor

Date: _____

NOTE: EX-Pakistan leave is sanctioned by the Vice Chancellor.