



SCEE

School of Civil & Environmental
Engineering (SCEE), NUST
H-12 Campus, Islamabad
Tel: Civ: 051-90854013
0923/02/SCEE/Estb

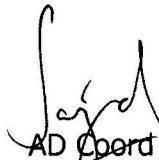
16 March 2012

To: **NIT**
IESE
IGIS
NICE

ID: SCEE (Acad)

Subject: **Improvement in Leave Application Form – NUST Faculty**

Photocopy of HQ NUST E-ION no 30179 dated 14 March 2012 alongwith leave application form are forwarded herewith for your information, please.


AD Coord
for Principal
(Sajid Wahab)

Improvement in Leave Application Form – NUST Faculty

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From: Director HR Engr Zuhr Khan(Estb/HR Dte)

Estb/HR Dte (NUST HQ) - Wednesday, 14 March, 2012 1:20 PM / 30179

External Ref: Our letter no. 0922/02/NUST/Leave Form/HR-F dated 09 Feb 2012

Reference:

Attachments:

Revised Leave Form - Final.docx

Print Preview Forward Reply Reply All

No Comments to Display.

1. It is intimated that the revised leave form (attached) for NUST faculty has been approved by the competent authority and is implemented forthwith. You are requested to please send leave applications on the revised form. Any leave received on the old format will not be accepted and processed.

2. The comments received from various colleges/school/centres have been scrutinized and only few have been incorporated keeping in view the requirements. It is further clarified here that there has been **no change/amendments in the leave rules**. It is only the format which has been revised for convenience and smooth processing.

3. Forwarded for your information and necessary action please

Print Preview Forward Reply Reply All

To	Read Status	Info	Read Status
DD Admin & Coord (Mr Iftikhar Ali Shah)	Wednesday, 14 March, 2012 1:49 PM	SO Coord-NBS (Mr M.Naeem Kayani)	Unread
Principal NBS (Dr Ashfaque Hasan Khan)	Unread	Accounts Officer - ASAB (Mr Imran Ashraf)	Unread
Acting Principal-ASAB (Dr Muhammad Ashraf)	Unread	Acting AD A&A-RCMS (Mr Farooq Ahmed Cheema)	Unread
Principal-RCMS (Engr Sikander Hayat Mirza)	Unread	DD Admin-SCME (Engr Safdar Ali Khan)	Unread
Dean/Principal-SCME (Dr Mohamamd Mujahid)	Wednesday, 14 March, 2012 1:42 PM	SO to Principal-SEECS (Engr Sajjad Qureshi)	Unread
Dean-SCME (Dr Muhammad Bilal Khan)	Unread	SO Coord-SEECS (Ms Fatima Tauqir)	Unread
Principal-SEECS (Dr Arshad Ali)	Unread	Admin Officer-CAMP (Mr Nisar Ahmed Awan)	Unread
Dean SEECS (Dr S.M Hassan Zaidi)	Unread	Administrator-SCEE (Engr Jalil ur Rehman)	Unread
Principal-CAMP (Prof Azad Akhter Siddiqui)	Wednesday, 14 March, 2012 1:39 PM	AD Admin (SMME) (Engr Farooq Azam)	Unread
Principal-SCEE (Dr Muhammad Nasrullah Khan)	Wednesday, 14 March, 2012 2:16 PM	Adm & Accounts officer-SADA (Mr Kamran Akbar Khan)	Unread
Dean-SCEE (Dr Aftab Sadiq)	Unread		
Principal-SMME (Dr Abdul Ghafoor)	Unread		
Principal-SADA (Mr Sikander Ajam Khan)	Unread		
Principal/Director (Dr Muhammad Bilal Khan)	Unread		
Dy Dir HR & Finance (Mr Khalil UR Rehman)	Unread		
Dy Registrar (Mr Muhammad Afzal)	Unread		
SO NUST - MCE (Mr Murtaza Sarwar)	Unread		
SO NUST - CAE (Mr Adnan Latif)	Unread		
SO NUST - MCS (Mr Muhammad Rafiq)	Unread		
SO NUST - PNEC (Mr Muhammad Ayub)	Unread		

SCEE	
Principal	On 15/3
Dean	
Admn	
AD (Coord)	
B & AO	
SYS Admn	
Supt/PA	
Date	15/3/12

inform all insts accordingly, pl.

0923/02/SCME/estb
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 AB

LEAVE APPLICATION**NUST FACULTY****PART - I**

1. Name: _____ 2. Father/Husband's Name: _____
3. Designation/Appointment: _____ 4. Location (HQ NUST/College/School/Centre): _____
5. Date of joining HQ NUST/College/School/Centre: _____
6. Type of leave applied* : _____
7. Purpose of leave♦: _____
8. Duration of leave: From _____ to _____ (Total days: _____)
9. Leave already availed (during the year): _____ 10. Balance leave: _____
11. In case of leave ex-Pakistan, sabbatical/extraordinary (abroad) leave, provide following details:-
- a. Whether proceeding abroad with family: (Yes/No) if Yes, give following details:-

Name	Relationship	Age	Passport No	Valid up to

- b. Leave Address (with Tel/fax/e-mail/Cell no etc) _____
- c. Contact details of next to kin: _____
- d. Details of Passport: (please attach copy of passport if NOC is required)
- (1) No. _____ (2) Date/place of issue _____ (3) Valid up to: _____
- e. Whether 'No Objection Certificate' required or not: (Yes / No)
12. Whether signed a bond with NUST or not with remaining obligation: (Yes / No)
13. Whether availing NUST accommodation: (Yes / No). If yes please mark the relevant option:-

Type of Accommodation:	Married	Single
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Date: _____

Signature of Applicant★ *Casual/Earned/Extra ordinary/Special/Maternity/Ex-Pakistan/Sabbatical*♦ *In case of ex-Pakistan leave for official duty abroad, prior security clearance from concerned intelligence directorate/agency to be sought and letter/certificate to the effect be attached.*

PART - II

Recommended / Not Recommended

14. Leave availed by the faculty member at college/school/centre level: _____ (no. of days), attach details separately.

15. Details of replacement of faculty regarding teaching/research/supervision load during his absence:

16. Number of faculty members already on ex-Pakistan, sabbatical or extraordinary (abroad) leaves (in the department): _____

Remarks, if any _____

Date: _____

Signature of Head of Dept of college/school/centre
or AD/DD of concerned Dte

PART - III

Recommended / Not Recommended

Remarks, if any _____

Date: _____

Signature of Commandant/Dean/Principal
of college/school/centre or DD/Dir of concerned Dte

PART - IV

Sanctioned / Not Sanctioned

Remarks, if any _____

Signature of Sanctioning Auth

Date: _____

NOTE: APPLICATION SHOULD REACH ATLEAST TWO WEEKS PRIOR TO COMMENCEMENT OF LEAVE