

**LEAVE APPLICATION**  
**NUST NG STAFF**

## PART – I

1. Name: \_\_\_\_\_ 2. Father / Husband's Name: \_\_\_\_\_
3. Designation/Appointment: \_\_\_\_\_ 4. Location (HQ NUST/College/Institute/Centre): \_\_\_\_\_
5. Date of Joining HQ NUST/College/Institute: \_\_\_\_\_ 6. Type of leave applied\* : \_\_\_\_\_
7. Purpose of leave\*\* : \_\_\_\_\_
8. Duration of leave: \_\_\_\_\_ 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 etc) \_\_\_\_\_  
\_\_\_\_\_

c. Details of Passport:

1. No. \_\_\_\_\_ 2. Date/place of issue \_\_\_\_\_ 3. Valid up to: \_\_\_\_\_

d. Whether 'No Objection Certificate' required or not" (yes / no)

Signature of Applicant

Date: \_\_\_\_\_

\* Casual / Earned / Extraordinary / Special Maternity / Ex-Pakistan/ Sabbatical

\*\*In case of ex-Pakistan leave for official duty abroad, prior security clearance intelligence directorate agency to be sought and letter/certificate to the effect be attached

PART – II

Recommended/Not Recommended

Remarks, if any \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Associate Dean/Head of Dept  
of college/institute or AD/DD of concerned Dte

Date \_\_\_\_\_

PART – III

Sanctioned/Not Sanctioned

Remarks, if any \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Sanctioning Authority

Date \_\_\_\_\_