

Pakistan Institute of Development Economics, Islamabad  
QAU Campus, Islamabad

**LEAVE APPLICATION FORM**

**Section-A**

Name \_\_\_\_\_ Designation \_\_\_\_\_

Division/Section \_\_\_\_\_

**A. CAUSAL/STATION LEAVE**

From \_\_\_\_\_ To \_\_\_\_\_ Total No. of Days \_\_\_\_\_

**B. LEAVE ON FULL PAY/STATION LEAVE**

From \_\_\_\_\_ To \_\_\_\_\_ Total No. of Days \_\_\_\_\_

**C. SHORT/HALF DAY LEAVE**

From \_\_\_\_\_ To \_\_\_\_\_ Total hours \_\_\_\_\_ Date \_\_\_\_\_

**Section-B**

Reason of leave \_\_\_\_\_

Address during leave \_\_\_\_\_ Contact No. \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant with date

i. Recommended

ii. If not recommended, state reason. \_\_\_\_\_

\_\_\_\_\_  
Signature of Section Head/Supervisor

**Section-C**

**FOR HR DEPARTMENT ONLY**

LFP: Leave Balance \_\_\_\_\_ Days.

CL: Leave Balance \_\_\_\_\_ Days.

\_\_\_\_\_  
Signature of Official

\_\_\_\_\_  
Signature of Registrar

\_\_\_\_\_  
Vice Chancellor