



# **THE UNIVERSITY OF MIRPURKHAS**

## **MIRPURKHAS, SINDH, PAKISTAN**

### **APPLICATION FOR LEAVE THE TEACHING / NON-TEACHING STAFF**

Applicant's Name: \_\_\_\_\_ Desig: \_\_\_\_\_ Off./Sec. \_\_\_\_\_

Nature of Leave:

a) CL: \_\_\_\_\_ EL: \_\_\_\_\_ From: \_\_\_\_\_ To \_\_\_\_\_ Total: \_\_\_\_\_

b) Leave previously availed: \_\_\_\_\_ Remaining Balance: \_\_\_\_\_

Reason for Leave: \_\_\_\_\_

Name and signature of person who will cover me during my absence:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Tel: \_\_\_\_\_ Cell: \_\_\_\_\_

Date: \_\_\_\_\_ Applicant's Sig: \_\_\_\_\_

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### **Remarks by Sectional Head**

a) His / Her duties will be carried out by: Name: \_\_\_\_\_ Sig: \_\_\_\_\_

b) Recommended / Not Recommended: \_\_\_\_\_

Date: \_\_\_\_\_ Office/Section Incharge Sign: \_\_\_\_\_

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### **Remarks of the Registrar the University of Mirpurkhas**

Approved / Not Approved: \_\_\_\_\_

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

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