



SINDH MADRESSATUL ISLAM UNIVERSITY,  
Aiwan-e-Tijarat Road, Karachi

**FORM OF APPLICATION FOR LEAVE**

SELS-37

**Note: Serial 1 to 4 must be filled in by all applicants.**

1. Name of applicant: \_\_\_\_\_
2. Post held with BPS: \_\_\_\_\_
3. Department or Office: \_\_\_\_\_
4.
  - a. Nature of Leave applied for: \_\_\_\_\_
  - b. Period of leave in days: \_\_\_\_\_
  - c. Date of commencement from: \_\_\_\_\_ to \_\_\_\_\_
  - d. Reason (If any) \_\_\_\_\_  
\_\_\_\_\_

Dated: \_\_\_\_\_

Signature of applicant: \_\_\_\_\_

**5. Remarks and recommendation of the Head of Department:**

- (a) Could he/she be spared for the applied days of leave? **Yes or No.** \_\_\_\_\_
- (b) **Recommended** \_\_\_\_\_ **Not recommended** \_\_\_\_\_  
(Initial) (Initial)

Dated: \_\_\_\_\_

Signature/Designation: \_\_\_\_\_

**6. Report of Directorate of HRM:**

- (a) Balance of leave Account:  
Casual Leave: ( \_\_\_\_\_ ) Earned Leave: ( \_\_\_\_\_ )  
Other Leave: ( \_\_\_\_\_ )
- (b) Last leave availed for \_\_\_\_\_ days, from \_\_\_\_\_ to \_\_\_\_\_
- (c) Any other comment: \_\_\_\_\_

Dated: \_\_\_\_\_

Signature/Designation

**7. Orders of the Leave Sanctioning Authority**

\_\_\_\_\_

Dated: \_\_\_\_\_

Signature/Designation