**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 |

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

Signature of Head of Dept of college/school/centre

Date: **or**  AD/DD of concerned Dte

**PART - III**

Recommended / Not Recommended

Remarks, if any

 Signature of Commandant/Dean/Principal

of college/school/centre **or** DD/Dir of concerned Dte

Date:

**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***