

No. _____ Dated ____/____/2024.

بعدالت جناب مانسہرہ

.....

نام اہلکار:

.....

عہدہ بمعہ تعیناتی:

.....

کس مقصد کیلئے چھٹی درکار ہے:

Short Leave
From _____ to _____

Casual Leave-----Days
From _____ to _____

دستخط اہلکار:

LEAVE ACCOUNT:

Previous Balance	This Leave	Remaining Balance

Remarks:

Order of the leave Sanctioning Authority:

(Sign/Stamp of the Presiding Officer)

No. _____

Dated: ____/____/2024

FOR OFFICE USE ONLY:

Detach this portion and returned the same without any delay to Incharge Bio-metric Attendance to maintain proper leave account and to avoid any inconvenience.

..... نام اہلکار / عہدہ بمعہ جائے تعیناتی:

Short Leave
From _____ to _____

Casual Leave-----Days
From _____ to _____

LEAVE ACCOUNT:

Previous Balance	This Leave	Remaining Balance

(Sign/Stamp of the Presiding Officer)