



Name of applicant					
Designation & Employment Mode					
Section /Department / Place of Duty					
Nature of leave	Casual	Earned	Ex-Pak	Other	
		(Specify)	(Specify)	(Specify)	
City / Country where you want to go during the leave?					
How many hours would you take to reach at duty in case of any emergency?					
Your Cell No. and It will remain switch on all the time.					
Alternate employee during leave period	Name& Designation		Signature		

Leave From	To	No. of Days

Purpose of leave	(Please explain briefly)
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Date: _____

Signature of applicant

Remarks by incharge of the Department/ Section

Do you have alternate arrangement? Yes / No

Whether Services will be suffered if leave is recommended?

Yes / No

Sign. Of incharge of the Department Section

Leave Account 2019 (to be filled by Computer Operator in HR / IT Section)

JAN		FEB		MAR		APR		MAY		JUN		JUL		AUG		SEP		OCT		NOV		DEC	
C/L	E/L	C/L	E/L	C/L	E/L	C/L	E/L	C/L	E/L	C/L	E/L	C/L	E/L	C/L	E/L	C/L	E/L	C/L	E/L	C/L	E/L	C/L	E/L

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	Leave a/c balance	Current Leave	Remaining Balance
Casual			
Earned			

Date: _____

Signature of Leave a/c DEO (HR / IT Section)

Recommendation of the HR Officer:

(In case of non-availability of HR Officer the IT / Statistical Officer may examine the case as per rules).

Recommended Not Recommended

HR & Legal Officer

Reason: (if not recommended)

Approved

Not Approved

Medical Superintendent
THQ Hospital Mian Channu