

COMSATS Institute of Information Technology

APPLICATION FORM FOR EX-PAKISTAN LEAVE

Name _____ Designation _____

Department _____ Campus _____

Date of Joining CIIT _____ Present Grade of Pay _____

Nature of Ex-Pakistan Leave: 1 Duty 2 Earned 3 Sabbatical 4 Study 5 Other
Please tick Choice

From _____ to _____ Total Number of Days _____
Total Number of Working Days _____

Purpose for Visit abroad 1 Official 2 Private 3 Scholarship 4 Conference
Symposium/Seminar

5 Meeting 6 Linkages with Institution /University abroad

Any Other Purpose _____ (Please Attach detail)

Reference of Previous Visits abroad during Last year, If any:

Extra sheet can be used, if required

(a) _____

(b) _____

Date _____ Signature of Applicant _____

For Official Use Only (Concerned Campus)

a) Leaved Record

| Earned Leave | | Casual Leave | |
|--------------|---------|--------------|---------|
| Availed | Balance | Availed | Balance |
| | | | |

Date _____ Signature _____ Designation _____

b) Recommendation of the Campus Incharge/Campus Director

Recommended / Not Recommended

Remarks _____

Signature _____ Designation _____

c) Approving Authority (Principal Seat)

Approved / Not Approved

Signature _____ Designation _____

Date _____