**USC-ESTAB-2**

**UTILITY STORES CORPORATIIN OF PAKISTAN (Pvt) LIMITED**

*APPLICATION FOR CAUSAL/EARNED/EXTRA ORDINARY/STATION LEAVE*

(Strict out which ever is not applicable)

***PART-1***

Name Designation

Deptt/Region From

No. of days Reason for leave

Address during leave

Date Signature of Application

***PART-II***

1. Certified that applicant is not under disciplinary action.

2. Leave recommended/not recommended for the under noted reason:-

3. Duties will be performed by

Date. Officer Incharge

***PART-III***

(To be filled in by Establishment Section)

Certified that applicant is/are not eligible for leave applied for.

***LEAVE RECORD***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Particular | Causal | Earned | Ex. Ordinary Leave | Any Other Leave |
| Leave due (No.Of days) |  |  |  |  |
| Leave availed (No. of days) |  |  |  |  |
| Balance (No. Of days) |  |  |  |  |

Date Estab. Asstt/Personnel Manager/Officer

***PART-IV***

Sanctioned Causal/Earned/Extra ordinary leave to:

Mr.

From To

Not sanctioned, for the following reason

Date M.D./G.M. (A&P) /R.M.

***PART-V***

Name Causal/ Earned/ Medical/ Satation Leave

Sanctioned from ­ To

Date M.D./G.M. (A&P) R.M.

(Part-V to be given to the applicant)