## NATIONAL HIGHWAY AUTHORITY

Admn Wing (Personnel)

## LEAVES APPLICATION

Type of Leave:       Casual       Earned       Medical       Maternity       Study       Ex-Pakistan       Pay       Leave         Duration:       From:	[D.#	# Name: Father/Husband Name									
Appointment:	Designatio	n:		, <b>BS:</b> _	Wing:_		Section:				
Salary:			Regular	Contract	Deputation	Daily	Daily Wage Inc		dividual Consultant		
Type of Leave:       Casual       Earned       Medical       Maternity       Study       Ex-Pakistan       Pay       Leave         Duration:       From:			1% Establishment		RMA	Pr	Project (Write N		ame of Project)		
Purpose of Leave:		Casu	al Earned	Medical	Maternity	Study	Study Ex-Pakista			Short Leave	
Signature: Date: Number of Leaves AvailedBalance (To be filled by Admn Section / Officer In-charge in case of C Recommendation of Section Head: Signature: Designation/BS: Date: Sanctioned / Not Sanctioned: Signature: Designature: Signature:											
Date:	Contact	Addr	ess dur	ing Lea	ve:						
Number of Leaves AvailedBalance			Signature:								
(To be filled by Admn Section / Officer In-charge in case of C Recommendation of Section Head:			Date:								
Signature:	Number o	f Leave	s Availed _							se of C/L	
Sanctioned / Not Sanctioned:	Recomme	ndatior	1 of Section	n Head:							
Sanctioned / Not Sanctioned:							Signatu	ıre:			
Sanctioned / Not Sanctioned:							Designa	tion/E	S:		
Signature: Designation/BS:							Date:				
Designation/BS:	Sanctione	d / Not	Sanctione	d:						_	
(Sanctioning Author						_					
Date:						Desig Date:		(Sa	inctioning	g Authority	

Note: "The Sectional Head of all Wings / Sections at HQ and DD / AD (Admn) Regions / Projects / PD's shall maintain proper record of causal leaves. The concerned Sectional Head/ DD/AD (Admn)/PD's shall also forward copies of all sanctioned causal leaves to concerned DD (Personnel) NHA, HQ."