

**LEAVE APPLICATION**  
**SADA – OFFICERS/NG STAFF**

1. Name \_\_\_\_\_ 2. Father/Husband's Name \_\_\_\_\_
3. Designation/Appointment \_\_\_\_\_ 4. Location/Branch/Section \_\_\_\_\_
5. Date of Joining SADA: \_\_\_\_\_ 6. Type of Leave Applied\* \_\_\_\_\_
7. Purpose of Leave: \_\_\_\_\_
8. Duration of Leave: From \_\_\_\_\_ To: \_\_\_\_\_ Total days: \_\_\_\_\_
9. Leave already availed (during the year): \_\_\_\_\_ 10. Balance Leave: \_\_\_\_\_
11. Duty will be performed by: \_\_\_\_\_ Sig: \_\_\_\_\_
12. Leave Address/Tel Contract: \_\_\_\_\_
- \_\_\_\_\_
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\_\_\_\_\_  
Signature Applicant  
Date: \_\_\_\_\_

**Approved/Not Approved**

\_\_\_\_\_  
Signature Principal  
Date \_\_\_\_\_

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\* Casual/Earned/Extra Ordinary/Special/Maternity/Ex-Pakistan  
(Extra Ordinary/Special/Ex-Pakistan leave will be processed on HQ NUST leave form)