



COMSATS Institute of Information Technology
APPLICATION FORM FOR EX-PAKISTAN LEAVE

CIIT/VHR/HR/F01 Rev # 00

Name _____ Designation _____

Department _____ Campus _____

Date of Joining CIIT _____ Present Grade of Pay _____

Nature of Ex-Pakistan Leave: Duty Leave Earned Sabbatical Study Others
(Please only tick (✓) choice)

From _____ to _____ Total Number of Days _____
 Total Number of working Days _____

Purpose for Visit Abroad: 1. Official 2. Un-Official 3. Scholarship 4. Conference/
 Symposium/Seminar 5. Meeting 6. Collaboration with Institute/Organization /University
 7.. Any Other Purpose _____

Reference of Your Previous Visits Abroad During Last One Year, If any:

(Extra sheet can be used, if required)

(a) _____

(b) _____

Mob# _____ Home# _____ Email _____

Date _____ Signature of Applicant _____

For Official Use Only

Leave Record

Casual Leave		Earned Leave		Other Leave	
Availed	Balance	Availed	Balance	Availed	Balance

Date _____ Signature _____ Designation _____

Recommendation of the Campus Incharge / Campus Director

Recommended /Not Recommended

Remarks: _____

Date _____ Signature _____ Designation _____

Approved / Not Approved

Remarks: _____

Date _____ Signature _____ Designation _____