



**COMSATS University Islamabad, Vehari Campus**  
Mailsi Road off Multan Road Vehari

**APPLICATION FORM FOR EX-PAKISTAN LEAVE**

Name \_\_\_\_\_ Designation \_\_\_\_\_

Department \_\_\_\_\_ Campus \_\_\_\_\_

Date of Joining CUI \_\_\_\_\_ 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/Authorized Officer /HoD/ Campus Director**  
**Recommended /Not Recommended**

Remarks: \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_ Designation \_\_\_\_\_

**Approved / Not Approved**

Remarks: \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_ Designation \_\_\_\_\_