

ISLAMIC UNIVERSITY OF TECHNOLOGY(IUT)

ORGANISATION OF ISLAMIC COOPERATION (OIC)

LEAVE REQUEST FORM

Date:

Name Of the Applicant :
Designation :
Department/Office/Centre :
Purpose of Leave :
Number of Leave : Casual Annual Sick Duty Special
Period of Leave : From to
Number Of day (s) required :
Alternative arrangement made :

Signature of applicant

Recommended for day (s) from to

Remarks , if any

Signature of the Head

Note : (i) please put ✓ where applicable

(ii) In case of annual leave , application should be made 2 weeks before the commencement
Of the leave sought

(iii) The filled-in form should be forwarded to the establishment and cabinet office through
the concerned Head

(FOR OFFICIAL USE ONLY)

Availed day(s) Leave casual annual sick Duty special

Immediate past leave availed : From to No of Days

Pro Vice Chancellor

Chief of Establishment

Approved/ Not approved

Vice-Chancellor