

GOVT. ISLAMIA GRADUATE COLLEGE, SARGODHA ROAD, FAISALABAD PHONE: 041-9330712 E-MAIL: GIC.FSD@GMAIL.COM

Leave Application Form

1.	Name wit	Name with designation				
2.	Department					
3.	Nature of leave applied for (Casual / Station / Duty)					
4.	Period of leave to to					
5.	Reason for leave					
6.	Address during leave					
7.	Phone No	o. during leav	ve			
Arrangement of classes during the period of leave.						
Class	Discipline	Period No.	Room No.	Name of person who shall engage the classes	Signature	
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				application should be recommended and submand and HOD will ensure the regularity of classes.	itted in the	
·	•		·	Allowed/Not Allo	wed	
Signat	ure of the ap	oplicant	He	ead of Department Principal		
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	GOVT. ISLAMIA GRADUATE COLLEGE, SARGODHA ROAD, FAISALABAD					
	William Will I			NE: 041-9330712 E-MAIL: GIC.FSD@GMAIL.COM		
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Principal Office by the Head of Department and HOD will ensure the regularity of classes.

Allowed/Not Allowed

Signature of the applicant Head of Department Principal