



**GOVT. ISLAMIA GRADUATE COLLEGE,
SARGODHA ROAD, FAISALABAD**

PHONE: 041-9330712 E-MAIL: GIC.FSD@GMAIL.COM

Leave Application Form

1. Name with designation _____
2. Department _____
3. Nature of leave applied for (Casual / Station / Duty) _____
4. Period of leave _____ to _____
5. Reason for leave _____
6. Address during leave _____
7. Phone No. during leave _____

Arrangement of classes during the period of leave.

Class	Discipline	Period No.	Room No.	Name of person who shall engage the classes	Signature

Prior permission should be taken. Leave application should be recommended and submitted in the 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



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