



Pakistan Agricultural Storage & Services Corporation Limited

11-Kashmir Road, Lahore

Ph. No.99201461 Fax No.99200184

LEAVE APPLICATION FORM

To:- GM Human Resource

Date:- _____

From:-

PT. No: _____

Name _____

Designation _____

Posting: _____

I would appreciate if the following leave is approved.

	From	To	Total No. of Days
<u>Earned Leave / Extension</u>			

Reason For Leave

Medical*

Maternity

Ex-Pakistan **

Other;- _____

Extra Ordinary Leave

*Medical Certificate issued by District Headquarters Hospital or AMA PASSCO is mandatory in case of medical Leave.

**Undertaking on stamp paper is mandatory for EX Pak leave.

Signatures of Applicant

Forwarded By:

(With Designation)

(To be Filled by Human Resource Section)

Last leave availed From _____ To _____

Leave Balance _____ Up to _____

No. of Leaves Applied for _____

Sanctioning Authority _____

P/File Custodian

Superintendent

Officer Incharge (Estb)

Dy. General Manger (HR)

General Manger (HR)

Managing Director