

**PART – I**

PLEASE FILL FORM IN CAPITAL LETTER

**STUDENT'S LEAVE APPLICATION FORM**  
**Rahim Yar Khan**



Term/ Semester: \_\_\_\_\_ Roll No: \_\_\_\_\_

Name \_\_\_\_\_

Purpose of Leave: \_\_\_\_\_

Duration of Leave: from: \_\_\_\_\_ to: \_\_\_\_\_

Leave already availed (During the current Semester) \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

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**PART – II**

Signed by the respective class teacher's signature with name in which period they will be absent. Instructor must ensure about shortage of attendance of the students. In any case not to be recommended if student attendance is below 80 %.

Delete which is not applicable

Signature with Name

**Instructor 1** Recommended / Not Recommended \_\_\_\_\_

**Instructor 2** Recommended / Not Recommended \_\_\_\_\_

**Instructor 3** Recommended / Not Recommended \_\_\_\_\_

**Instructor 4** Recommended / Not Recommended \_\_\_\_\_

**Instructor 5** Recommended / Not Recommended \_\_\_\_\_

**PART – III**

**Sanctioned / Not Sanctioned**  
**(Delete which is not applicable)**

Remarks if any:

\_\_\_\_\_

Signature Course Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Course officer should make sure that the student be given leave on genuine case only. He should keep this application form in a folder and make sure that the student going on leave only on genuine reason during semester.