



No. IPT-Admin-01

LEAVE APPLICATION

Institute of Petroleum Technology,
IPT Karak Office.

Application Date: ____/____/____

Name: _____

Designation: _____ Department: _____

Nature of Leave: Casual S.L Other

Leave Applied From: _____ To _____ No. of Days _____

Substitute Name: _____ Signature: _____

Reason: _____

Address During Leave: _____

Phone # During Leave: _____

Signature of Applicant: _____

Recommendations of the Officer Incharge

Name and Designation: _____

Date: _____

Leave Already Availed

Leave at Credit

C.L	S.L

Approved / Not Approved

Admin Officer IPT

Signature of Sanctioning Authority