

**INTERNATIONAL ISLAMIC UNIVERSITY**  
Faculty of Engineering & Technology

1. *Name of Applicant* : \_\_\_\_\_
2. *Leave Rules Applicable* : \_\_\_\_\_
3. *Post Held* : \_\_\_\_\_
4. *Faculty/Institute/Academy/Section* : \_\_\_\_\_
5. *Pay* : \_\_\_\_\_
6. (a) *Nature of Leave Applied for* : \_\_\_\_\_
- (b) *Period of Leave in Days* : \_\_\_\_\_
- (c) *Date of Commencement* : \_\_\_\_\_

*Dated:* \_\_\_\_\_ : \_\_\_\_\_

***SIGNATURE OF APPLICANT***

7. *Remarks and Recommendations of the concerned Vice President/Dean/Director/Sectional Head*

***Dated*** \_\_\_\_\_

***SIGNATURE & DESIGNATION***

8. *certified that the leave applied for is admissible under Statute(s) \_\_\_\_\_ and necessary conditions are fulfilled.*

*Dated* \_\_\_\_\_ :

***SIGNATURE & DESIGNATION***

9. *Orders of the Sanctioning Authority*

*Dated* \_\_\_\_\_ :

***SIGNATURE & DESIGNATION***