



The University of Azad Jammu & Kashmir Muzaffarabad

FORM II (GRR)

Application form for Privilege Leave

1. Name of the Applicant _____
2. Leave Statues Applicable Leave rules 1981
3. Post held _____
4. Department or Office _____
5. Date of entry into service _____
6. Pay _____
7. (a) Nature of leave applied for _____
(b) period of leave in days _____
(c) Date of commencement of leave _____
8. Particular statues under which leave in admissible leave Rules 1981
9. (a) Date of return from last leave _____
(b) Nature of last Leave _____
(c) Period of leave in days(last) _____

Dated _____

Signature of Applicant

10. Remarks and recommendation of the controlling Officers

11. Certified that leave applied for is admissible under leave Rules 1981 and necessary condition have been fulfilled

Dated _____

Signature Designation

12. Report of Audit officer (in case of employee of Grade 16 and above)

Dated _____

Audit Officer

13. Order of the sanctioning authority certifying that on the expiry of leave the applicant is likely to return to the same post or another post.

Signature

Note : item 1 to 9 must be filled in by all applicants item 12 applies only in case of university employes of Grades above.