



Government of Pakistan  
Cabinet Division  
(Leave Application Form)

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Subject \_\_\_\_\_

Justification \_\_\_\_\_

Duration From \_\_\_\_\_ To \_\_\_\_\_ Days \_\_\_\_\_

Station Leave Required Yes  No

From \_\_\_\_\_ To \_\_\_\_\_

Ph No \_\_\_\_\_ Cell No \_\_\_\_\_

Leave Address & Contact Information  
(In Case of Station Leave)  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Signature) Concerned

Name \_\_\_\_\_

Designation \_\_\_\_\_

Wing / Section \_\_\_\_\_

Biometric ID \_\_\_\_\_

\_\_\_\_\_  
Reporting Officer  
(Name / Designation)

Recommended

Not Recommended

\_\_\_\_\_  
Forwarding Officer

Approved

Rejected

Forward to IT Center

\_\_\_\_\_  
Sanctioning Authority  
Addl Secy I / II / III