



Ziauddin Ahmed & Co. (Pvt.) Ltd.
Excellence in Construction Since 1962

501, Bank & Business Centre,
 Plot No: A/6, Block-7/8, K.C.H.S.,
 Karachi-75350,

LEAVE APPLICATION FORM

Date: _____

Site / H.O: _____

Name: _____

Designation: _____

Leave Request /Avail From: _____ To: _____

Reason: _____

Date of Joining: _____

Signature of Applicant

Recommended by H.O.D: _____ P.M.: _____

Comments: _____

Signature:

Leave Approved with Pay / Without Pay: _____

 Authorized Signature

LEAVE RECORD

January	July.....	LVS.	ENT.	AVL.	BAL.
February.....	August	C/L:
March	September.....	S/L:
April.....	October.....	A/L:
May	November.....	Sunday:
June	December.....	Total Leaves:

Date: _____

Signature: _____