

National University
of Computer & Emerging Sciences
EXTENSION IN LEAVE PROFORMA

EMPLOYEE PROFILE (To be filled by Campus HR)				
Emp Name		Emp ID		
Campus		DOJ		
Designation		Department		
Reporting Officer (RO) Name		RO Department		
HR Officer Name		Signature		
Date				
Attachment	Employee Attachment (Signed) with supporting documents			
LEAVE details				
Description	From	To	Semester	Remarks
NEW Leave Details (Purpose of Leave)				
PREVIOUS Leave Details (Purpose of Leave)				

****For Official Use Only****

Reporting Officer	Remarks			
	Date		Signature	
Campus HR	Remarks			
	HR Manual (Ref)	Clause	Sub clause	Contents
	Date		Signature	
Director	Recommended <input type="checkbox"/>		Not Recommended <input type="checkbox"/>	
	Reason for Refusal (If any)			
	Date		Signature	
NUCES-HQ (HR)	Remarks			
	Date		Signature	
RECTOR	Approved <input type="checkbox"/>		Not Approved <input type="checkbox"/>	
	Reason for Refusal (If any)			
	Date		Signature	
NUMUN Updated by	Date		Signature	