

National University
of Computer & Emerging Sciences
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
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	