



Sukkur Electric Supply Company (SEPCO)

Application for Earned Leave

Designation

Name of Officer	Period and nature of Leave applied for under The Leave Rules applicable to the employee	Dates on which Last earned leave availed	Recommendations of Superior Officer with suggestion regarding the leave arrangement
1	2	3	4

Address while on leave

.....
Recommended by

.....
Signature of applicant

In case of employees in BPS-16 and above

Report of Accounts Officer

M. F. (W)/G.M.F. (P)/M.F.(C)

Certified that days leave on ... full pay

from to is admissible to the officer/
Half pay

official under the Leave Rules applicable to him/her.

.....
Budget and Accounts Officer