








CHECK LIST FOR EARNED LEAVE

	Application Duly Recommended By The Head Or Next Higher Authority
	Leave Entitlement Certificate on the prescribed Proforma (Leave application form) duly issued by the District Accounts Officer, concerned with No. & date.
	Recommendation of the Head of the Institution/controlling authority.
	Case must be reached in the Office of leave sanctioning authority before the commencement of leave otherwise leave will not be sanctioned.
	Latest salary slip
	Attested copy of CNIC.
	Attested copy of Challan Form No. 32-A wherein clearly indicate about refund of conveyance allowance.