



WOMEN UNIVERSITY MARDAN
Office of the Registrar

East Canal Road, Mardan,
Khyber Pakhtunkhwa, Pakistan
Telephone: 0937-871416
Fax: 0937-872644
registrar@wumardan.edu.pk

**APPLICATION FOR GRANTING PERMISSION & DUTY LEAVE FOR
TRAINING/CONFERENCES ETC**

Dated:

S. No	Particular	Information Specified
1. Personal Information		
a)	Name of the Employee	
b)	CNIC No	
c)	Designation in this University	
d)	Department/Section Name	
2. Conference/Training Information (Attach all the essentials)		
a)	Date of Training/Conference to be held	
b)	Title of the Training/Conference to be held	
c)	Scope of the Training/Conference to be held	
d)	Justification of the Training/Conference to be held to enhance your professional duties for the University	
e)	Role of the Employee in the Training/Conference to be held (Presenter/Participant)	
f)	Duration of Training/Conference to be held	
g)	Duration of duty leave for Training/Conference to be held	
3. Other Relevant Information		
h)	Total Number of Training/Conference attendant from Appointment till now	
i)	Total Number of Training/Conference attendant from January of this year till now	

Undertaking: I have hereby confirmed that above information given by me is correct and I attached the document proof. I further confirm that the University reserves the right to impose major penalty as per the decision of Disciplinary Committee and the salary will be deducted accordingly, if any information given by me is wrong/forged/misleading at any stage.

Signature of Applicant



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Recommendation /comments of the HoS /HoD: I have confirmed that the information given by the employee for granting duty leave in correct and any information provided in not misleading.

Signature & Stamped by HoD/HoS

Admin Officer:

S. No	Particular	Information Specified
1.	Total Number of Causal Leaves for this Calendar Year	
2.	Total Number of Causal Leaves availed during this Calendar Year	
3.	Total Number of Leaved Remaining	
4.	Number of duty leaves availed since January of this years	

Signature & Stamped by ADMIN OFFICER

Signature & Stamped by REGISTRAR

VICE-CHANCELLOR APPROVAL (For Administrative Approval)

Note: The University will not grant any financial assistance/honorarium.

