



## SWAT EDUCATION DEPARTMENT

Department of Elementary & Secondary Education, Swat.  
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# CASUAL LEAVE FORM

Half Leave/ Full Day Leave: \_\_\_\_\_

Reason for Casual Leave \_\_\_\_\_

Name & Designation: \_\_\_\_\_ Contact No: \_\_\_\_\_

School \_\_\_\_\_ Circle \_\_\_\_\_ Date \_\_\_\_\_

### Source of contact for Causal leave:

1. Himself (\*Please Mark (/).....)      2. By phone.....      3. In case of apply by other person .....

*Casual leave applied for current (No. of day/days \_\_\_\_\_) w. e. from \_\_\_\_\_ to \_\_\_\_\_*

*Casual leave availed pervious* =.....

*Total Casual leave* =.....

*Balance of Casual leave* =.....

Signature of applicant (If himself): \_\_\_\_\_

By phone/mobile contact person (Name & Mobile No.) \_\_\_\_\_

Signature on behalf of the applicant: \_\_\_\_\_

### Approved by

a) Signature & seal of Principal/H.M/PSHT \_\_\_\_\_ (for one day)

b) Signature & seal DEO/DDEO/SDEO/ASDEO Circle concerned \_\_\_\_\_

(In case of more than one day casual in a month then forwarded and recommend in duplicate for approval).

c) (In case PSHT, HM, Principal self on leave) Certified that Mr. \_\_\_\_\_ Post \_\_\_\_\_

is fully authorize in the absence of (PSHT, HM or Principal). Furthermore he is directed to have a strong look on discipline and school timing.

**Seal & Signature**