

# CHECK LIST FOR ONLINE LEAVES

Leaves	Medical Leave	Maternity leave	Paternity Leave	Earned Leave	Extra Ordinary Leave	Iddat Leave	LPR/Leave encashment	Hajj Leave	Umrah Leave	Ex-Pakistan Leave	Study Leave
Post											
<b>SST</b>  <b>SSS</b>  <b>Principal</b>	1: Medical Docket 2: Medical Certificates with C/Sign 3: Recovery of Conveyance Allowance Leave Title Approved by DAO KWL	1: Medical Docket 2: Medical Certificates with C/Sign 3: Recovery of Conveyance Allowance Leave Title Approved by DAO KWL	CNIC Applicant CNIC WIFE Birth Certificate by Nadra Recovery of Covance Allowance	1: Recovery of Conveyance 2: Pay Title Leave Approved by DAO Khanewal		1: CNIC Applicant 2: CNIC Husband 3: Death Certificate Issued by Nadra 4: Title Leave Approved by DAO KWL	1: CNIC Applicant 2: Matric Certificate 3; Title Approved By DAO KWL	1: CNIC 2: Passport 3: CNIC witness 4: Surety Bond 5: Affidavit 6: Leave Title Approved By DAO KWL 7: Challan Recovery Conveyance Allowance 8: Ticket	1: CNIC 2: Passport 3: CNIC witness 4: Surety Bond 5: Affidavit 6: Leave Title Approved By DAO KWL 7: Challan Recovery Conveyance Allowance 8: Ticket (Leave only 15 Days Allow)	1: CNIC 2: Passport 3: CMC witness 4: Surety Bond 5: Affidavit 6: Leave Title Approved By DAO KWL 7: Challan Recovery Conveyance Allowance 8: Ticket	Rules Policy
<b>SSE</b>  <b>SSS</b>  <b>Principal (Contract)</b>	1: Medical Docket 2: Medical Certificates with C/Sign 3: Recovery of full pay Leave Title Approved by DAO KWL	1: Medical Docket 2: Medical Certificates with C/Sign 3: Recovery of full pay Leave Title Approved by DAO KWL 4: Certificate Maternity 1 or 2	Not Allowed	Not Allowed	Title Leave Account By DAO KWL Recovery of full pay	1: CNIC Applicant 2: CNIC Husband 3: Death Certificate Issued by Nadra 4: Title Leave Approved by DAO KWL		1: CNIC 2: Passport 3: CNIC witness 4: Surety Bond 5: Affidavit 6: Leave Title Approved By DAO KWL 7: Challan Recovery Conveyance Allowance 8: Ticket	Not Allowed	Not Allowed	Not Allowed

Leaves	Medical Leave	Maternity leave	Paternity Leave	Earned Leave	Extra Ordinary Leave	Iddat Leave	LPR/Leave encashment	Hajj Leave	Umrah Leave	Ex-Pakistan Leave	Study Leave
Post											
<b>PST</b>	1: Medical Docket 2: Medical Certificates with C/Sign 3: Recovery of Conveyance Allowance Leave Account on service book page Signed by DDO	1: Medical Docket 2: Medical Certificates with C/Sign 3: Recovery of Conveyance Allowance Leave Account on service book page Signed by DDO	CNIC Applicant CNIC WIFE Birth Certificate by Nadra Recovery of Covance Allowance	1: Recovery of Conveyance 2: Leave Account on service Book signed by DDO		1: CNIC Applicant 2: CNIC Husband 3: Death Certificate Issued by Nadra 4: Leave account on Service Book Signed by DDO 5: Recovery of Conveyance Allowance	1: CNIC Applicant 2: Matric Certificate 3: Leave Account Service Book	1: CNIC 2: Passport 3: CNIC witness 4: Surety Bond 5: Affidavit 6: Leave Account on service Book Signed by DDO 7: Challan Recovery Conveyance Allowance 8: Ticket (Leave only 45 Days Allow)	1: CNIC 2: Passport 3: CNIC witness 4: Surety Bond 5: Affidavit 6: Leave Account on service Book Signed by DDO 7: Challan Recovery Conveyance Allowance 8: Ticket (Leave only 15 Days Allow)	1: CNIC 2: Passport 3: CNIC witness 4: Surety Bond 5: Affidavit 6: Leave Account on service Book Signed by DDO 7: Challan Recovery Conveyance Allowance 8: Ticket	Rules Policy
<b>ESE</b>	1: Medical Docket 2: Medical Certificates with C/Sign of MS 3: Recovery of full pay Allowance	1: Medical Docket 2: Medical Certificates with C/Sign of MS 3: Recovery of full pay Allowance 4: Certificate Maternity 1 or 2	Not Allowed	Not Allowed	Challan Recovery Of full pay	1: CNIC Applicant 2: CNIC Husband 3: Death Certificate Issued by Nadra 4: Leave account on Service Book Signed by DDO 5: Recovery of Conveyance Allowance		1: CNIC 2: Passport 3: CNIC witness 4: Surety Bond 5: Affidavit 6: Leave Account on service Book Signed by DDO 7: Challan Recovery Conveyance Allowance 8: Ticket (Leave only 45 Days Allow)	Not Allowed	Not Allowed	Rules Policy

