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| SECTION 1: APPLICANT’S DETAILS |
| Employee Name | Azam Razzaq |
| Designation | UCPO |
| CNIC No. | 42401-3668825-7 |
| District/UC | Central / North Karachi UC-07 |
| Leave application date | 25/05/2019 |

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| SECTION 2: DETAILS OF LEAVE |
|   | Reason of Leave Applied for (Tick in appropriate box) |
|   |   |  | Hajj |  |  |  | Umrah/Ziarat |
|  |
|   |  |  | Chillah, Tableegh, Ehtikaf |  |  |  | Christmas, Diwali |
|  |
|   |   |  | Study/Exams |  |  |  | Maternity |
|  |
|   |   |  | Family Wedding |  |  |  | Self-Wedding |
|  |
|   |   |  | Immediate Family Death |  |  |  | Self-Sick Leave |
|  |
|   |   |  | Immediate Family-Sick Leave |  |  |  | Accident/Sickness-while at work |
|  |
|   |   |  | Accident/Sickness-while not at work |  |  |  | Emergency Leave |
|  |
|   |  |  | Vacations |  | ✓ |  | Others |
|  Going Canada for attending Women Deliver 2019 Conference on Gender equality health & rights. |
| Number of Days Leave Applied for. 02 |
| Leave start date. 03/06/2019 | Leave end date. 04/06/2019 |
| OIC Name and designation: Dr Sohail Kamran PEO North Karachi Town District Central |
| Employee signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: 25/05/2109 |
| PEO endorsement:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| PTL endorsement:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_For more than Two weeks | Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| CTC final approval:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

CTC Remarks, if any \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NOTE: Leaves during campaign days are NOT allowed