|  |  |
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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 |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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