|  |  |
| --- | --- |
| **SECTION 1: APPLICANT’S DETAILS** | |
| Employee Name | Farman ullah |
| Designation | UCPO |
| CNIC No. | 21202-7145914-9 |
| District/UC | Khyber/Alimasjid B |
| Leave application date | 24-06-2020 |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 | | |
|  | | | | | | | | | | | |
| Number of Days Leave Applied for | | | | | | | | | | | |
| Leave start date 24/06/2020 | | | | | Leave end date 30/06/2020 | | | | | | |
| OIC Name and designation:  Hazrat wali UCPO | | | | | | | | | | | |
|
|
|
| Employee signature:\_\_\_\_\_\_\_\_Farman ullah\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | Date:\_\_\_\_\_24/06/2020\_\_\_\_\_ | |
| 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**

