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| **SECTION 1: APPLICANT’S DETAILS** |
| Employee Name | Shahid Ali |
| Designation | UCPO |
| CNIC No. | 43203-7373704-3 |
| District/UC | Larkana/Mahar Wada |
| Leave application date | 06/07/2020 |

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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 |  |  [x]  | Emergency Leave |
|  |
|   | [ ]  | Vacations |  |  [ ]  | Others |
|  |
| Number of Days Leave Applied for |
| Leave start date 06/07/2020 | Leave end date 06/07/2020 |
| OIC Name and designation: UCPO Sajiddudin Soomro UC Purano Abad. |
|  |
|  |
|  |
| Employee signature:Shahid Ali\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date:06-07-2020\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 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**