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| **SECTION 1: APPLICANTS DETAILS** |
| Employee Name | MUHAMMAD MAROOFUSSAIN |
| Designation | UCPO |
| CNIC No. | 42101-5769903-9 |
| District/UC | UC-5 BAWANI CHALI SITE TOWN WEST |
| Leave application date | 22-07-2019 |

|  |  |
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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 | Yes |  |  |  | Maternity |
|  |  |
|   |   |  | Family Wedding |  |  |  |  | Self-Wedding |
|  |  |
|   |   |  | Immediate Family Death |  |  |  |  | Self-Sick Leave |
|  | C |
|   |   |  | 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 4(SPECIFIED DATES) |
| Leave start date 18,19 & 25 July 2020 |  | Leave end date: 28-July-2020 |
|  | OIC Name and designation: |
|  |
|  |
|  |
|  | Employee signature:\_\_\_\_\_Maroof Hussain\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_21-07-2019\_ |
|  | 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**