

SECTION 1: APPLICANT'S DETAILS

Employee Name	Muhammad Ashaq
Designation	UCPO
CNIC No.	21407-3314579-1
District/UC	Mohmand / Chargoelai
Leave application date	11-06-2019

SECTION 2: DETAILS OF LEAVE

Reason of Leave Applied for (Tick in appropriate box)

<input type="checkbox"/>	Hajj	<input type="checkbox"/>	Umrah/Ziarat
<input type="checkbox"/>	Chillah, Tableegh, Ehtikaf	<input type="checkbox"/>	Christmas, Diwali
<input checked="" type="checkbox"/>	Study/Exams	<input type="checkbox"/>	Maternity
<input type="checkbox"/>	Family Wedding	<input type="checkbox"/>	Self-Wedding
<input type="checkbox"/>	Immediate Family Death	<input type="checkbox"/>	Self-Sick Leave
<input type="checkbox"/>	Immediate Family-Sick Leave	<input type="checkbox"/>	Accident/Sickness-while at work
<input type="checkbox"/>	Accident/Sickness-while not at work	<input type="checkbox"/>	Emergency Leave
<input type="checkbox"/>	Vacations	<input type="checkbox"/>	Others

Number of Days Leave Applied for 2 - days

Leave start date 13-06-19 Leave end date 14-06-19

OIC Name and designation:

Employee signature: <u>Ashaq</u>	Date: <u>13-06-19</u>
PEO endorsement: <u>Recommended for approval</u>	Date: <u>11-06-2019</u>
PTL endorsement: _____	Date: _____
For more than Two weeks	