|  |
| --- |
| **SECTION 1: APPLICANT’S DETAILS** |
| Employee Name | Ahsan Ali |
| Designation | UCPO |
| CNIC No. | 36302-4129809-5 |
| District/UC | Multan / Khawaja Fareed Colony |
| Leave application date | 14-12-2020to15-12-2020 |

|  |
| --- |
| **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 = 02 Days |
| Leave start date: 14. 12. 2020 | Leave end date: 15.12.2020 |
| OIC Name and designation: |
|
|
|
| Employee signature:\_\_\_\_\_\_\_\_\_\_\_\_Ahsan Ali\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date:\_\_\_\_\_\_\_12.12.2020\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 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**

## Re: Application for leave

|  |  |
| --- | --- |
| From | **Dr.Ghauri R** |
| To | **AHSAN ALI** |
| Cc | **hareem@ctc.org.pk****,****Saba Irshad****,****Drabid Who** |
| Date | **Sun 23:01** |

## Message Body

**To protect your privacy, remote images are blocked in this message.**[**Display images**](http://webmail.ctc.org.pk/cpsess1812472943/3rdparty/roundcube/?_task=mail&_caps=pdf%3D1%2Cflash%3D0%2Ctiff%3D0%2Cwebp%3D0&_uid=667&_mbox=INBOX&_action=show#loadimages)

Approved

**Best wishes,**

*Dr. Rashid Ghouri*

*Polio Eradication Officer*

*World Health Organization*
*Cell:**+92-333-0214444*

Email :- dr.r.ghauri@gmail.com

On Sat, Dec 12, 2020 at 11:46 AM AHSAN ALI <ahsang\_2009@hotmail.com> wrote:

Respected Mam,

Please find attached leave form.

Regards. Ahsan Ali

UCPO - UC Khawaja Fareed Colony