Re: [EXT] Application for urgent leave

From **ULLAH, Najeeb**

To **Sami Ul Haque**

Cc **ALI, Furqan   , hareem@ctc.org.pk   , AKBAR, Shumila**

Date **Today 05:04**

Message Body

Approved.

Thank you.

On 14 Dec 2020 11:49 pm, Sami Ul Haque <sami.gurnal@live.com> wrote:
Dear sir
It is to inform you that had a death incident in my family so we can't be available for

official duties kindly grant me leave for three days 15 to 17 December 2020   I will be very

thankful to you .Sami Khan Humanity_first

SECTION 1: APPLICANT'S DETAILS

Employee Name	Sami ul Haq
Designation	UCPO
CNIC No.	15602-9573954-7
District/UC	Rawalpindi/UC3
Leave application date	14-12-20

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 15-12-2020	Leave end date 17-12-2020

OIC Name and designation:

Employee signature:_____Sami ul Haq_____	Date_14-12-2020_____
PEO endorsement:_____	Date:_____
PTL endorsement:_____ For more than Two weeks	Date:_____
CTC final approval:_____	Date:_____

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