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| **SECTION 1: APPLICANT’S DETAILS** | |
| Employee Name | Syeda Sadia Adnan |
| Designation | UCPO |
| CNIC No. | 42101-2956309-4 |
| District/UC | Central/ UC 28 Gulberg |
| Leave application date | 4 July 2021 |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 5 days only | | | | | | | | | |
| Leave start date: 5 july 2021 | | | | | Leave end date: 5 july 2021 | | | | |
| OIC Name and designation: UCCO Mansoor | | | | | | | | | |
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|
| Employee signature: Syeda Sadia | | | | | | | | | Date: 5 July 2021 |
| PEO endorsement:\_\_\_\_\_\_\_\_\_\_\_\_NA | | | | | | | | | Date: |
| PTL endorsement:\_\_\_\_\_\_\_\_\_\_ NA  For more than Two weeks | | | | | | | | | Date: |
| CTC final approval:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | Date: |

CTC Remarks, if any \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTE:Leaves during campaign days are NOT allowed**