

SECTION 1: APPLICANT S DETAILS	
Employee Name	RASHID ALI MEMON,
Designation	UCPO.
CNIC No.	45301-8145438-1
District/UC	BULBULA- THATTA
Leave application date	13-08-2021

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 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 checked="" type="checkbox"/> Emergency Leave
<input type="checkbox"/> Vacations	<input type="checkbox"/> Others
Number of Days Leave Applied for 8	
Leave start date 08-08-2021 13-08-2021	Leave end date 20-08-2021 13-08-2021
OIC Name and designation:	
Employee signature:	Date: 13-08-2021
PEO endorsement:	Date:
PTL endorsement:	Date:
For more than Two weeks	Date:
CTC final approval:	Date:

CTC Remarks, if any _____

NOTE: Leaves during campaign days are NOT allowed