|  |
| --- |
| **SECTION 1: APPLICANTS DETAILS** |
| Employee Name | Didar Ali Shah |
| Designation | UCPO |
| CNIC No. | 42201-3963439-9 |
| District/UC | Aliabad Hunza |
| Leave application date | 10/12/2020 |

|  |
| --- |
| **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. 5 |
| Leave start date. 14/12/2020 |  18/12/2020 |
| OIC Name and designation: |
|
|
|
| Employee signature: Didar Ali Shah  | Date:\_\_\_10/12/2020\_\_\_\_\_\_ |
| 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**

## Message navigation

Message 22 of 635 [Previous](http://webmail.ctc.org.pk/cpsess6587154379/3rdparty/roundcube/?_task=mail&_caps=pdf%3D1%2Cflash%3D0%2Ctiff%3D0%2Cwebp%3D0&_uid=617&_mbox=INBOX&_action=show) [Next](http://webmail.ctc.org.pk/cpsess6587154379/3rdparty/roundcube/?_task=mail&_caps=pdf%3D1%2Cflash%3D0%2Ctiff%3D0%2Cwebp%3D0&_uid=617&_mbox=INBOX&_action=show)

[change-formatchange-format](http://webmail.ctc.org.pk/cpsess6587154379/3rdparty/roundcube/?_task=mail&_caps=pdf%3D1%2Cflash%3D0%2Ctiff%3D0%2Cwebp%3D0&_uid=617&_mbox=INBOX&_action=show)

## Subject:Re: Leave Application

|  |  |
| --- | --- |
| From | **Syed Shahzad Hussain** |
| To | **Didar Ali Shah** |
| Cc | **hareem@ctc.org.pk****,****BASIT, Abdul** |
| Date | **Thu 05:56** |

## Message Body

Dear Didar,

The leave is approved from my side.

thanks

Shahzad

On Thu, Dec 10, 2020 at 4:53 PM Didar Ali Shah <didarharry@gmail.com> wrote:

Dear Sir,

Please find attached file of leave application form,i need leave from Monday December 14, to Friday December 18, 2020 (five days) for an emergency work at home.

therefore you are requested to grant me leave for 5 days..

thank you for your consideration.

Regards,

Didar Ali Shah

UCPO Aliabad

Hunza