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| **SECTION 1: APPLICANTS DETAILS** |
| Employee Name | Habib Inayat Mallah |
| Designation | UCPO |
| CNIC No. | 41306-4805028-9 |
| District/UC | Central/ UC- 44 Haji Mureed Goth |
| Leave application date | 25/11/2021 |

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| **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 1 |
| Leave start date 29/11/2021 | Leave end date 29/11/2021 |
| OIC Name and designation: Beena UCOO will be OIC |
|
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|
| Employee signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Habib Inayat \_\_\_\_\_\_\_\_ | Date:25/11/2021 |
| 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**