|  |
| --- |
| **SECTION 1: APPLICANT’S DETAILS** |
| Employee Name | Syed Osama Tauqir |
| Designation | UCPO |
| CNIC No. | 42101-7797378-9 |
| District/UC | East/ UC 08 Jamali Colony |
| Leave application date | 2 December 2019 |

|  |
| --- |
| **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 3 days only |
| Leave start date: 02 December 2019 | Leave end date: 2 December 2019 |
| OIC Name and designation: UCPO Rashid Ucpo uc-03 |
|
|
|
| Employee signature: Syed Osama Tauqir | Date: 2nd December 2 019 |
| PEO endorsement:\_\_\_\_\_\_\_\_\_\_\_Approved | Date: 9/12/2019 |
| PTL endorsement:\_\_\_\_\_\_\_\_\_\_ NAFor more than Two weeks | Date:  |
| CTC final approval:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date:  |

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

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