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| --- | --- |
| **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 | | | | | | | | | |
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|
| Employee signature: Syed Osama Tauqir | | | | | | | | | Date: 2nd December 2 019 |
| PEO endorsement:\_\_\_\_\_\_\_\_\_\_\_Approved | | | | | | | | | Date: 9/12/2019 |
| 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**