



SECTION 1: APPLICANT'S DETAILS	
Employee Name	SHOMAILA ZAMAN
Designation	UCPO
CNIC No	13014561310
District UC	AKBER (NOWSHERA)
Leave application date	16 th October, 2020

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"/> Chillaah, Fableegh, Ehtikat	<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 type="checkbox"/> Emergency Leave
<input type="checkbox"/> Vacations	<input checked="" type="checkbox"/> Others
Number of Days: One	
Leave start date : 17/10/2020	Leave end date: 17/10/2020
OIC Name and designation:	
Employee signature: SHOMAILA ZAMAN 	Date: 17/10/2020
PEO endorsement: <i>Approved</i> 	Date: 17/10/2020
PHL endorsement: For more than Two weeks	Date:
CTC final approval:	Date:

CTC Remarks, if any _____

NOTE: Leaves during campaign days are NOT allowed