

To

The UPEC

SUBJECT: Application for (Sick / Medical / Annual / wedding / Maternity / Domestic Umrah / Hajj / Emergency) Leave

Note: Circle the type of leave)

Respected Sir/Madam,

It is stated that, I Mr. Rizwan working as UCPO in union council Daag request for leave for a period of Two days, starting from 15/6/19 to 17/6/19 on account of the subject cited above.

Name: Rizwan-ullah
Designation: UCPO
Union Council: Daag

Comments from UPEC Chairman: -

The above leave request is hereby Endorsed/Recommended for approval, with the comments that the proposed leave will not affect the objective of the program and planned activities during the requested leave period.

Signature: [Signature]

13/6/19

Comments of AC/FC/HRO/DHCSO:



Signature: _____