|  |  |
| --- | --- |
| **SECTION 1: APPLICANT’S DETAILS** | |
| Employee Name | Muzaffar iqbal |
| Designation | UCPO |
| CNIC No. | 32303-0433404-7 |
| District/UC | Muzaffar Garh/Wandher |
| Leave application date | 18 November to 19 November 2020 |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 02Day | | | | | | | | | | |
| Leave start date. . 18/11/2020 | | | | | | Leave end date. 19/11/2020 | | | | |
| OIC Name and designation: Muzaffar iqbalUCPO  s | | | | | | | | | | |
|
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|
| Employee signature:\_\_\_\_Muzaffar iqbal\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | Date. 17/11/2020 |
| 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**