

## SECTION 1: APPLICANT'S DETAILS

Employee Name	Khan Zabi
Designation	UCPO
CNIC No.	17301-6209652-5
District/UC	UC Malakandhar / city
Leave application date	11-11-2020

## 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"/>	Chillah, Tableegh, Ehtikaf	<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 checked="" type="checkbox"/>	Emergency Leave
<input type="checkbox"/>	Vacations	<input type="checkbox"/>	Others

Number of Days Leave Applied for 01

Leave start date 11-11-20 | Leave end date 11-11-20

OIC Name and designation:

Employee signature: 	Date: 11-11-20
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