


SECTION 1: APPLICANT S DETAILS	
Employee Name	Nadeem Hassan
Designation	UCPO-134
CNIC No.	3520187937675
District/UC	Lahore/134
Leave application date	23/12//20

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 type="checkbox"/> Emergency Leave
<input type="checkbox"/> Vacations	<input type="checkbox"/>
Number of Days Leave Applied for.	
Leave start date. 24//12/2020	Leave end date. 24/12/2020
<u>OIC Name and designation:</u>	
Employee signature: nadeem Hassan	
Date: 23//12/2020	
PEO endorsement: 	Date: 23-12-20
PTL endorsement: _____	Date: _____
For more than Two weeks	_____
CTC final approval: _____	Date: _____
