

Leave Application Form

To

The UPEC CHAIRMAN

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

Note: Circle the type of leave)

Respected Sir/Madam,

It is stated that, I M. Humain working as UCPO

in union council Mashogagar request for leave for a period of 03 days, starting from 21-12-2020 to 23-12-2020 on account of the subject cited above.

Name: M. Humain

Designation: UCPO

Union Council: Mashogagar

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: _____

Comments of AC/FC/HRO/DHCSO:

Signature: _____