|  |
| --- |
| **SECTION 1: APPLICANT’S DETAILS** |
| Employee Name | M.Aamir Masood |
| Designation | UCPO |
| CNIC No. | 3530257330993 |
| District/UC | Lahore/ |
| Leave application date | 18/1/2021 |

|  |  |
| --- | --- |
|  | **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: 3 |
|  | Leave start date: 18/1/2021 | Leave end date:20/1/2021 |
|  | OIC Name and designation:Khurram Shahzad |
|  |
|  |
|  |
|  | Employee signature M.Aamir | Date: 12/1/2021 |
|  | 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**

