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| **SECTION 1: APPLICANT’S DETAILS** |
| Employee Name | Syeda Sadia Adnan |
| Designation | UCPO |
| CNIC No. | 42101-2956309-4 |
| District/UC | Central/ UC 28 Gulberg |
| Leave application date | 20th April 2021 |

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| **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 5 days only |
| Leave start date: 20th April 2021 | Leave end date: 24th April 2021 |
| OIC Name and designation: UCCO Mansoor |
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| Employee signature: Syeda Sadia | Date: 20th April 2021 |
| PEO endorsement:\_\_\_\_\_\_\_\_\_\_\_\_NA | Date:  |
| PTL endorsement:\_\_\_\_\_\_\_\_\_\_ NAFor more than Two weeks | Date:  |
| CTC final approval:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date:  |

CTC Remarks, if any \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTE:Leaves during campaign days are NOT allowed**