|  |  |
| --- | --- |
| **SECTION 1: APPLICANT’S DETAILS** | |
| Employee Name | Muhammad Tariq |
| Designation | TCSP |
| CNIC No. | 21106-2982298-1 |
| District/UC | Bajaur |
| Leave application date | 14 July 2019 |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 two days | | | | | | | | |
| Leave start date –15 July 2019 | | | | | Leave end date -16 July 2019 | | | |
| OIC Name and designation: | | | | | | | | |
|
|
|
| Employee signature:\_\_\_\_\_\_\_ IMG_20190715_001917\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 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**