

SECTION 1: APPLICANT'S DETAILS	
Employee Name	Rashid ALI Memon
Designation	UCPO
CNIC No.	4530181454381
District/UC	UC BUHARA
Leave application date	08-10-2021

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 checked="" 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"/> Others
Number of Days Leave Applied for: 01	
Leave start date: 08-10-2021	Leave end date: 08-10-2021
OIC Name and designation:	
Employee signature: Rashid ALI Memon	
Date: 08-10-2021	
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