|  |  |
| --- | --- |
| **SECTION 1: APPLICANT’S DETAILS** | |
| Employee Name | SAJID ALI |
| Designation | UCPO |
| CNIC No. | 4330142952057 |
| District/UC | EAST/8 JAMALI COLONY |
| Leave application date | 05/11/2021 |

|  |  |  |  |  |  |  |  |
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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 01 Days | | | | | | | |
| Leave start date 06/11/2021 | | | | Leave end date 06/11/2021 | | | |
| OIC Name and designation: SIDRA ANWER UCCO | | | | | | | |
|
|
|
| Employee signature: \_\_SAJID ALI\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | Date: \_\_ 05/11/2021\_ |
| 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**