|  |  |
| --- | --- |
| **SECTION 1: APPLICANT’S DETAILS** | |
| Employee Name | Altaf |
| Designation | UCPO |
| CNIC No. | 41204-9639398-5 |
| District/UC | UC-5 Gulshan-1 |
| Leave application date | 06/11/2021 |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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 01 Day | | | | | | | |
| Leave start date 06/11/2021 | | | | Leave end date 06/11/2021 | | | |
| OIC Name and designation: Zaheer UCPO | | | | | | | |
|
|
|
| Employee signature: Altaf | | | | | | | Date:\_\_06/11/2021\_\_\_\_\_ |
| 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**