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| **SECTION 1: APPLICANTS DETAILS** |
| Employee Name | Kamran  |
| Designation |  (UCPO) |
| CNIC No. | 21203-8447911-7 |
| District/UC | Khyber /Kam Shalman  |
| Leave application date | 24/12/2021 |

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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/Workshop |  |  |  | Maternity |
|  |
|   |   |  | Emergency Medical leave |  |  |  | Self-Wedding |
|  |
|   |   |  | Immediate Family Death |  |  |  | Self-Sick Leave |
|  |
|   |   |  | Immediate Family-Sick Leave |  |  |  | Accident/Sickness-while at work |
|  |
|  |
|   |   |  | Vacations |  |  |  | Others |
|  |
| Number of Days Leave Applied for: 3 |
| Leave start date 27/12/2021 | Leave end date : 29/12/2021 |
| OIC Name and Designation Hazrat Abbas (UCDO) |
|
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|
| Employee signature: 2021-12-24_18-25-10_045.jpg | Date:\_24/12/2021 |
| 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**