|  |  |
| --- | --- |
| **SECTION1:APPLICANT’SDETAILS** | |
| EmployeeName | MuhammedAdeelBinKhalid |
| Designation | UCPO |
| CNICNo. | 42000-4136134-5 |
| District/UC | East/06PECHSI |
| Leaveapplication date | 2/1/2022 |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SECTION2:DETAILSOFLEAVE** | | | | | | | | | |
|  | ReasonofLeaveAppliedfor(Tickinappropriatebox) | | | | | | | | |
|  |  |  | Hajj |  | |  |  | Umrah/Ziarat | |
|  | | | | | | | | | |
|  |  |  | Chillah,Tableegh,Ehtikaf |  | |  |  | Christmas,Diwali | |
|  | | | | | | | | | |
|  |  |  | Study/Exams |  | |  |  | Maternity | |
|  | | | | | | | | | |
|  |  |  | FamilyWedding |  | |  |  | Self-Wedding | |
|  | | | | | | | | | |
|  |  |  | ImmediateFamilyDeath |  | |  |  | Self-SickLeave | |
|  | | | | | | | | | |
|  | √ |  | ImmediateFamily-SickLeave |  | |  |  | Accident/Sickness-whileatwork | |
|  | | | | | | | | | |
|  |  |  | Accident/Sickness-whilenotatwork |  | |  |  | EmergencyLeave | |
|  | | | | | | | | | |
|  |  |  | Vacations |  | |  |  | Others | |
|  | | | | | | | | | |
| NumberofDaysLeaveAppliedfor:02 | | | | | | | | | |
| Leavestartdate3/1/2022 | | | | | Leaveenddate:4/1/2022 | | | | |
| OICNameanddesignation  SyedZuhaibuRehamanUCPO | | | | | | | | | |
|
|
|
| Employeesignature:\_\_\_\_ADEEL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | Date:\_2\_/1/2022\_\_\_\_\_\_\_\_\_ |
| PEOendorsement:\_\_\_\_\_\_\_\_\_mhashmi\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | Date:\_\_\_\_03-01-2022\_\_\_ |
| PTLendorsement:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  FormorethanTwoweeks | | | | | | | | | Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| CTCfinalapproval:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

CTCRemarks,ifany\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTE:LeavesduringcampaigndaysareNOTallowed**