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

|  |
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| **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 |
| OICNameanddesignationSyedZuhaibuRehamanUCPO |
|
|
|
| Employeesignature:\_\_\_\_ADEEL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date:\_2\_/1/2022\_\_\_\_\_\_\_\_\_ |
| PEOendorsement:\_\_\_\_\_\_\_\_\_mhashmi\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date:\_\_\_\_03-01-2022\_\_\_ |
| PTLendorsement:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_FormorethanTwoweeks | Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| CTCfinalapproval:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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

**NOTE:LeavesduringcampaigndaysareNOTallowed**