

**SECTION 1: APPLICANT'S DETAILS**

Employee Name: Syed Rehman  
 Designation: TCSP  
 CNIC No.: 21302-7401223-9  
 District/UC: Kurdum  
 Leave application date: 30/8/2019

**SECTION 2: DETAILS OF LEAVE**

Reason of Leave Applied for (Tick in appropriate box)

<input type="checkbox"/> Hajj	<input type="checkbox"/> Umrah/Ziarat
<input type="checkbox"/> Chillah, Tableegh, Ehtikaf	<input type="checkbox"/> Christmas, Diwali
<input type="checkbox"/> Study/Exams	<input type="checkbox"/> Maternity
<input type="checkbox"/> Family Wedding	<input type="checkbox"/> Self-Wedding
<input type="checkbox"/> Immediate Family Death	<input type="checkbox"/> Self-Sick Leave
<input checked="" type="checkbox"/> Immediate Family-Sick Leave	<input type="checkbox"/> Accident/Sickness-while at work
<input type="checkbox"/> Accident/Sickness-while not at work	<input type="checkbox"/> Emergency Leave
<input type="checkbox"/> Vacations	<input type="checkbox"/> Others

Number of Days Leave Applied for \_\_\_\_\_

Leave start date 27/8/2019 | Leave end date 23/8/2019

OIC Name and designation: \_\_\_\_\_

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Employee signature: *[Signature]* Date: 20/8/2019

PEO endorsement: Do me Tahir PEO *[Signature]* Date: 20/8/19

PTL endorsement: \_\_\_\_\_ Date: \_\_\_\_\_

For more than Two weeks

CTC final approval: \_\_\_\_\_ Date: \_\_\_\_\_

CTC Remarks, if any \_\_\_\_\_

NOTE: Leaves during campaign days are NOT allowed