



CHIP Training and Consulting (Pvt) Ltd
LEAVE APPLICATION FORM-PTFP Project

| SECTION 1: APPLICANT'S DETAILS | |
|--------------------------------|---------------------------|
| Employee Name | Jamshid Khan |
| Designation | UCPO |
| CNIC No. | 71104-2372935-5 |
| District/UC | Bajaur/Mamund UC Lagharai |
| Leave application date | 1/4/2019 |

| 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"/> Chilla, Tabeergh, Ehtikaf | <input type="checkbox"/> Christmas, Drwazi |
| <input checked="" 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 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 going with family to Islamabad |

Commented [J1]:

Commented [J2]:

| | |
|---|---------------------------|
| Number of Days Leave Applied for =3 Day | |
| Leave start date 30/04/2019 | Leave end date 02/05/2019 |
| OIC Name and designation: | |
| Employee signature <u>Jamshid Khan</u> | Date <u>30-4-019</u> |
| PEO endorsement | Date |
| PTL endorsement | Date |
| For more than Two weeks | Date |
| CTC final approval: | Date |