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

SECTION 1: APPLICANT'S DETAILS	
Employee Name	Muhammad Ajaz
Designation	UCPO
CNIC No.	15402-6574596-5
District/UC	Bajaur - Gadamar
Leave application date	2-5-2019

SECTION 2: DETAILS OF LEAVE

Reason of Leave Applied for (Tick in appropriate box)

☐	Hajj	☐	Umrah/Ziarat
☐	Chillah, Tableegh, Ehtikaf	☐	Christmas, Diwali
☐	Study/Exams	☐	Maternity
☐	Family Wedding	☐	Self-Wedding
☐	Immediate Family Death	☐	Self-Sick Leave
✓	Immediate Family-Sick Leave	☐	Accident/Sickness-while at work
☐	Accident/Sickness-while not at work	☐	Emergency Leave
☐	Vacations	☐	Others

Number of Days Leave Applied for

Leave start date 2-5-2019	Leave end date 2-5-2019

OIC Name and designation:

Employee signature: M.Ajaz	Date: 2-5-2019
	Date:
PEO endorsement:	Date:
PTL endorsement: For more than Two weeks	
CTC final approval:	Date:

CTC Remarks, if any _____