

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

SECTION 1: APPLICANT'S DETAILS	
Employee Name	MAHMOOD Ali SHAH
Designation	LICPO
CNIC No.	45208-4615745-5
District/UC	Korangi UC-06 Bhutto Nagar Landhi
Leave application date	22-02-2020

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 checked="" 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

Number of Days Leave Applied for 12, Two days leave.

Leave start date 24-02-2020 Leave end date 25-02-2020

OIC Name and designation:

Rehan Ahmed UCCSO

Employee signature: Mahmood Ali Date: 22-02-2020

PEO endorsement: \_\_\_\_\_ Date: \_\_\_\_\_

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

For more than Two weeks

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

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

**NOTE: Leaves during campaign days are NOT allowed**