

# CHIP Training and Consulting (Pvt) Ltd

## LEAVE APPLICATION FORM-PTPP Project

SECTION 1: APPLICANT'S DETAILS	
Employee Name	Muntazer Shah
Designation	UCPO
CNIC No.	11101-6450260-9
District/UC	Bannu / Ghoriwala
Leave application date	26-02-2020

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 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 28-02-2020	Leave end date 29-02-2020
OIC Name and designation: Kamran Khan (TTM) (0331-9154671)	
Employee signature: <u>Muntazer Shah</u>	Date: 26-02-2020
PEO endorsement: <u>[Signature]</u> Dr. Aysalwan PEO UCPTO	Date: 26/02/2020
PTL endorsement: _____	Date: _____
For more than Two weeks _____	Date: _____
CTC final approval: _____	Date: _____

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

NOTE: Leaves during campaign days are NOT allowed