

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

SECTION 1: APPLICANT'S DETAILS	
Employee Name	Sana
Designation	CHW
CNIC No.	17301-7507713-2
District/UC	Peshawar - Wazir Bagh
Leave application date	5-11-23

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 checked="" 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
Number of Days Leave Applied for: <u>40</u>	
Leave start date: <u>5-11-23</u>	Leave end date: <u>14-12-2023</u>
OIC Name and designation (every second colleague may be held responsible for job related tasks in case of applicant absence): <u>Saba AS</u> <u>Gaming</u>	
Employee signature & Date: _____	UCOO Approval & Date: <u>5-11-23</u> <u>[Signature]</u>
IO endorsement & Date: _____	UCPO Approval & Date: <u>5-11-23</u> <u>no ucpo at uc</u>
PTL endorsement: _____ For more than Two weeks	Date: _____
CTC final approval: _____	Date: _____

CTC Remarks, if any _____

NOTE: Leaves during campaign days are NOT allowed