

CHIP Training and Consulting (Pvt) Ltd

LEAVE APPLICATION FORM-PTPP Project

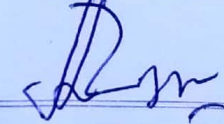
SECTION 1: APPLICANT'S DETAILS	
Employee Name	Muhammad Jahanzeb Khan
Designation	UCPO
CNIC No.	11101-1527966-3
District/UC	Dirma Khel / Bannu.
Leave application date	19-3-2020

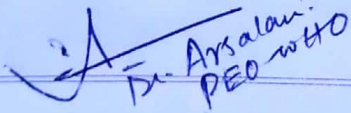
SECTION 2: DETAILS OF LEAVE	
Reason of Leave Applied for (Tick in appropriate box)	
<input type="checkbox"/> Hajj	<input type="checkbox"/> Umrah/Ziarat
<input type="checkbox"/> Chillah, Tableegh, Ehtikaf	<input type="checkbox"/> Christmas, Diwali
<input type="checkbox"/> Study/Exams	<input type="checkbox"/> Maternity
<input type="checkbox"/> Family Wedding	<input type="checkbox"/> Self-Wedding
<input type="checkbox"/> Immediate Family Death	<input type="checkbox"/> Self-Sick Leave
<input type="checkbox"/> Immediate Family-Sick Leave	<input type="checkbox"/> Accident/Sickness-while at work
<input type="checkbox"/> Accident/Sickness-while not at work	<input checked="" type="checkbox"/> Emergency Leave
<input type="checkbox"/> Vacations	<input type="checkbox"/> Others

Number of Days Leave Applied for 2 days

Leave start date 20.3.2020 Leave end date 21.3.2020

OIC Name and designation: _____

Employee signature:  Date: 19.03.2020

PEO endorsement:  Date: 19-03-2020

PTL endorsement: _____ Date: _____
For more than Two weeks

CTC final approval: _____ Date: _____

CTC Remarks, if any _____

NOTE: Leaves during campaign days are NOT allowed