

CHIP Training and Consulting (Pvt) Ltd

LEAVE APPLICATION FORM-PTPP Project

SECTION 1: APPLICANT'S DETAILS	
Employee Name	Babar ali
Designation	UCPO
CNIC No.	16201-5862317-9
District/UC	Swabi/anbar
Leave application date	22 april to 23 april 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	
Leave start date: 21/04/2020	Leave end date: 23/04/2020
OIC Name and designation:	
Employee Signature: Babar Ali	
Date: 21/04/2020	
PEO endorsement:	
Date: 21/04/2020	
PTL endorsement:	
For more than Two weeks	
Date	
CTC final approval:	
Date:	

CTC Remarks, if any _____

NOTE: Leaves during campaign days are NOT allowed