

CHIP Training and Consulting (Pvt) Ltd

LEAVE APPLICATION FORM-PTPP Project


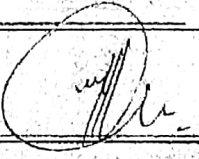
SECTION 1: APPLICANT'S DETAILS	
Employee Name	Ghulam Qadir Khan
Designation	UCPO
CNIC No.	14101-9229871-5
District/UC	HANGU / Toyawari
Leave application date	08/05/2020

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 type="checkbox"/> Emergency Leave
<input checked="" type="checkbox"/> Vacations	<input type="checkbox"/> Others

Number of Days Leave Applied for one

Leave start date <u>09/05/2020</u>	Leave end date <u>09/05/2020</u>
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OIC Name and designation:

Employee signature: 	Date: <u>08/05/2020</u>
PEO endorsement: 	Date: <u>9/5/20</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