

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

SECTION 1: APPLICANT'S DETAILS	
Employee Name	Shahzeb Khan
Designation	UCPO
CNIC No.	21603-8757666-3
District/UC	Orakzai/ Uthmankhel
Leave application date	01 May 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 type="checkbox"/> Vacations	<input type="checkbox"/> Others
Number of Days Leave Applied for One Day	
Leave start date: 01 Jan 2020	Leave end date: 02 May 2020
OIC Name and designation: Shahzeb Khan	
Employee signature: <b>Shahzeb Khan</b>	Date: 01/05/2020
<i>APPROVED &amp; FORWARDED TO CTC</i>	Date: <i>01/06/2020</i>
PEO endorsement: <i>DR. FAWAD PEO</i>	<i>[Signature]</i>
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**