

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

SECTION 1: APPLICANT'S DETAILS	
Employee Name	Haseena
Designation	CTHW
CNIC No.	17301-70734884
District/UC	Sargband
Leave application date	25/11/23

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: 45	
Leave start date: 25-11-2023	Leave end date: 08-01-2024
OIC Name and designation (every second colleague may be held responsible for job related tasks in case of applicant absence):	
Employee signature & Date:	UCOO Approval & Date: 25-11-2023 <i>Ishtiaq</i>
IO endorsement & Date:	UCPO Approval & Date: <i>Deepa forwarded to IO</i>
PTL endorsement: For more than Two weeks	Date:
CTC final approval:	Date:

CTC Remarks, if any _____

NOTE: Leaves during campaign days are NOT allowed

Dear Concern, this CTHW has given prior notice of her maternity leave in which she given her report where Expected date of delivery was 29-11-2023. her delivery has occurred yesterday on 11:30pm and her maternity leave will commence from today.