

CHIP Training and Consulting (Pvt) Ltd

LEAVE APPLICATION FORM-PTPP Project

SECTION 1: APPLICANT'S DETAILS	
Employee Name	Riaz Ahmed
Designation	
CNIC No.	43302-9529017-3
District/UC	Swat/ Humajoon
Leave application date	27-07-2020

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: 01	
Leave start date: 28-07-2020	Leave end date: 28-07-2020
OIC Name and designation:	
Employee signature: R. Ahmed <i>R. Ahmed</i>	Date: 27-07-2020
PEO endorsement: <i>Dr. Iqbal Singh</i>	Date: 27-7-2020
PTL endorsement:	Date:
For more than Two weeks	Date:

leave granted for interview