

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

SECTION 1: APPLICANT S DETAILS	
Employee Name	Noor Muhammad Khan
Designation	UCPO
CNIC No.	22101:4587336:1
District/UC	Ghundi Hassan khel
Leave application date	3,4 Sep 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 checked="" type="checkbox"/> Others
Number of Days Leave Applied for <u>Two days</u>	
Leave start date <u>3 sep 2020</u>	Leave end date <u>4Sep 2020</u>
OIC Name and designation: Noor Muhammad Khan UCPO	
Employee signature: _____ Noor Muhammad khan	Date: _____ 3 sep 2020
PEO endorsement: _____ <i>Noor Muhammad Khan</i>	Date: <u>3/9/20</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