

CHIP Training and Consulting (Pvt) Ltd

LEAVE APPLICATION FORM-PTPP Project

SECTION 1: APPLICANT'S DETAILS	
Employee Name	Khan Wali
Designation	UCPO
CNIC No.	21702-3470415-7
District/UC	SWTD/UC Badar
Leave application date	2/11/2020

SECTION 2: DETAILS OF LEAVE	
Reason of Leave Applied for (Tick in appropriate box)	
<input type="checkbox"/> Hajj <input type="checkbox"/> Chillah, Tableegh, Ehtikaf <input type="checkbox"/> Study/Exams <input type="checkbox"/> Family Wedding <input type="checkbox"/> Immediate Family Death <input type="checkbox"/> Immediate Family-Sick Leave <input type="checkbox"/> Accident/Sickness-while not at work <input type="checkbox"/> Vacations	<input type="checkbox"/> Umrah/Ziarat <input type="checkbox"/> Christmas, Diwali <input type="checkbox"/> Maternity <input type="checkbox"/> Self-Wedding <input type="checkbox"/> Self-Sick Leave <input type="checkbox"/> Accident/Sickness-while at work <input type="checkbox"/> Emergency Leave <input checked="" type="checkbox"/> Others[TPO test,3/11/2020]
Number of Days Leave Applied for:03	
Leave start date:2/11/2020	Leave end date:3/11/2020
OIC Name and designation:Zahoor Ahmad UCPO	
Employee signature: Khan Wali	Date: 1/10/2020
PEO endorsement:	Date:
PTL endorsement: For more than Two weeks	Date:
CTC final approval:	Date: