

CHIP Training and Consulting (Pvt) Ltd

LEAVE APPLICATION FORM-PTPP Project

SECTION 1: APPLICANT'S DETAILS	
Employee Name	M.Aamir Masood
Designation	UCPO
CNIC No.	3530257330993
District/UC	Lahore/
Leave application date	07/12/2020

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: 1	
Leave start date: 07/12/2020	Leave end date: 07/12/2020
<u>OIC Name and designation:</u> Khurram Shahzad	
Employee signature M.Aamir	Date: 07/12/2020
PEO endorsement: _____	Date: _____
PTL endorsement: _____ For more than Two weeks	Date: _____
CTC final approval: _____	Date: _____

CTC Remarks, if any _____

NOTE: Leaves during campaign days are NOT allowed

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Respected Madam

AoA

Forwarded for necessary action please.

Best regards

Dr.Humayun

----- Forwarded message -----

From: <hareem@ctc.org.pk>

Date: Mon, Dec 7, 2020, 11:16 AM

Subject: Re: Application for leave dated 07/12/2020

To: muhammad aamir <aamirswpu@gmail.com>

Cc: <doctorhumayun@gmail.com>, Zubair Yousaf <zubairyousaf93@gmail.com>

On 2020-12-06 23:07, muhammad aamir wrote:

>

Kindly share Approval of line supervisor.

Regards,

Hareem