

CHIP Training and Consulting (Pvt) Ltd

LEAVE APPLICATION FORM-PTPP Project

SECTION 1: APPLICANT'S DETAILS	
Employee Name	Danish Ahmad Jan
Designation	UCPO
CNIC No.	17301-2091814-1
District/UC	Rawalpindi/UC37
Leave application date	15-12-20

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 16-12-2020	Leave end date 16-12-2020
OIC Name and designation:	
Employee signature: _____ Danish _____	Date 15-12-2020 _____
PEO endorsement: _____	Date: _____
PTL endorsement: _____ For more than Two weeks	Date: _____
CTC final approval: _____	Date: _____

CTC Remarks, if any _____

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NOTE: Leaves during campaign days are NOT allowed

The screenshot shows a Microsoft Outlook window with the following details:

- Subject:** Re: [EXT] One day sick leave
- From:** ULLAH, Najeeb <najeeb@who.int>
- To:** Danish Jan
- CC:** ALL, Furqan; hareem@ctc.org.pk
- Content:**

Approved.

Thank you.

On 15 Dec 2020 11:51 pm, Danish Jan <danish.jan@tve.com> wrote:
 Dear Sir,
 It is to inform you that i am suffering from fever with severe body aches since morning i will not be able to work tomorrow kindly allow me one day leave. The Leave application is attached herewith.
 Thank you for your consideration.

Regards,
 Danish Ahmad Jan
 UCPO UC37
 Rawalpindi.

[Get Outlook for Android](#)
- Attachments:** Leave application - 9:44 AM, employment form for the Position of Field Project Manager - 9:39 AM, I am sharing Leave Application 17-12-2020.doc with you from WPS O... - 9:37 AM, Leave Request - Dr Ali Sher Khan; Muhammad Ajmal - 9:29 AM, [EXT] Leave application for one day on 16-12-2020 - Wed 10:35 PM, [EXT] Subject: Leave application for two days i.e. 18/12/20 & 19/12/20 - Wed 10:34 PM, [EXT] Re: Diaper-Astore Monthly Attendance sheet Nov-2020 - Wed 9:59 PM, Application for Emergency leave - Wed 6:47 PM, Employment form - Wed 5:26 PM, Resignation from the Position of Recruitment Focal Person - Wed 5:06 PM, [no subject] - Wed 3:13 PM, Contract Extension Letter for 2 months - Wed 3:02 PM, Javed Akhtar (cap) - Wed 2:03 PM, FW: Application for experience certificate - Wed 1:36 PM, Insurance Form - Wed 1:00 PM, Reminder: Pending Claims under Membership # GL201900742195 of C... - Wed 1:33 PM, [EXT] ISB Attendance sheet from 1st December, 2020 to 15 December, 2... - Wed 12:32 PM, [EXT] GB Attendance sheet from 1st December 2020 to 15 December 20... - Wed 12:12 PM, [EXT] Punjab Staff Attendance sheet for the month of November-2020 - Wed 12:12 PM, Request for Leave.