

# CHIP Training and Consulting (Pvt) Ltd

## LEAVE APPLICATION FORM-PTPP Project

SECTION 1: APPLICANT'S DETAILS	
Employee Name	Abida Nazir
Designation	UCPO
CNIC No.	3520128531520
District/UC	UC 98 Makkah Colony
Leave application date	15/12/2020

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 checked="" type="checkbox"/> Self-Wedding <input type="checkbox"/> Self-Sick Leave <input type="checkbox"/> Accident/Sickness-while at work <input type="checkbox"/> Emergency Leave <input type="checkbox"/> Others
Number of Days Leave Applied for 3	
Leave start date. 17/12/2020	Leave end date. 19/12/2020
<u>OIC Name and designation:</u> Mubeen Hassan ( UCPO)	
Employee signature: _____ Abida Afzaal	Date: _____ 15/12/2020 _____
PEO endorsement: _____	Date: _____
PTL endorsement: _____ For more than Two weeks	Date: _____
CTC final approval: _____	Date: _____

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CTC Remarks, if any \_\_\_\_\_

**NOTE: Leaves during campaign days are NOT allowed**

**FW: Leave application .**  
 Saqib Atta <saqib@ctc.org.pk>  
 Sent: Thu 12/17/2020 9:44 AM  
 To: harem@ctc.org.pk  
 Subject: FW: Leave application .

**Message** Leave Application Form for PTPP staff.doc (46 KB)

From: Dr Tahira Anif (mailto:anif@hina.com.pk)  
 Sent: Wednesday, December 16, 2020 10:31 PM  
 To: Harem@ctc.org.pk; UCPQ Maryam; Saqib Atta  
 Subject: FW: Leave application .

Dear Ahsan,  
 I have discussed with Dr. Amieha he has approved your leave request UCPQ Maryam will work in DC 98 for sail period as your replacement

Regards,  
 Dr. Tahira Anif  
 CEO UCPQ

----- Forwarded message -----  
 From: Dr Tahira Anif (mailto:anif@hina.com.pk)  
 Date: Wed, 16/12/2020 at 18:52  
 Subject: FW: Leave application .  
 To: Ahsan Ahsan (mailto:ahsan@ctc.org.pk); HEMAN, Amir (mailto:ahem@ctc.org.pk)  
 CC: Areej Naeem (mailto:naeem@ctc.org.pk); Saqib Atta (mailto:saqib@ctc.org.pk)

Am,  
 Dear Ahsan, you are assigned in SBREC and now EPV campaign is going on in this scenario only I cannot approve your leave request, forwarding your request to Second level supervisor

Dear Dr. Amieha,  
 Your guidance is required for her leave request of three days i.e from 17th to 19th Dec 2020

Regards,  
 Dr. Tahira Anif  
 CEO UCPQ

----- Forwarded message -----  
 From: Ahsan Ahsan (mailto:ahsan@ctc.org.pk)  
 Date: Wed, 16/12/2020 at 16:14  
 Subject: Leave application .  
 To: Dr. Tahira Anif (mailto:anif@hina.com.pk)

Repeated text  
 Please find attached my leave application started from 17 Dec 2020 till 19 Dec 2020, as I have to attend the wedding ceremony of my niece.  
 Your kind approval is requested in this regard.

Regards,  
 Ahsan Ahsan

Saqib Atta <saqib@ctc.org.pk>  
 Connect to social networks to show profile photos and activity updates of your colleagues in Outlook. Click here to add networks.

11:22 AM 12/16/2020