

# CHIP Training and Consulting (Pvt) Ltd

## LEAVE APPLICATION FORM-PTPP Project

SECTION 1: APPLICANT'S DETAILS	
Employee Name	Amjad Rashid
Designation	UCPO
CNIC No.	21302-2380807-9
District/UC	Kurram/Shashoo
Leave application date	7-12-2020

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 type="checkbox"/> Self-Wedding <input type="checkbox"/> Self-Sick Leave <input type="checkbox"/> Accident/Sickness-while at work <input checked="" type="checkbox"/> Emergency Leave <input type="checkbox"/> Others
Number of Days Leave Applied for <span style="float: right;">6 days</span>	
Leave start date <span style="float: right;">7/12/2020</span>	Leave end date. <span style="float: right;">12/12/2020</span>
OIC Name and designation:  Muhammad Abid UCPO	
<ul style="list-style-type: none"> <li>• Employee signature: <u>Amjad Rashid</u></li> </ul>	Date: 7/12/2020
<b>PEO endorsement: <u>Dr Muhammad Tahir</u></b>	Dat 7/12/2020_
PTL endorsement: _____ For more than Two weeks	Date: _____
CTC final approval: _____	Date: _____

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

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