

CHIP Training and Consulting (Pvt) Ltd

LEAVE APPLICATION FORM-PTPP Project

SECTION 1: APPLICANT'S DETAILS	
Employee Name	MIAN USMAN
Designation	UCPO
CNIC No.	3520223004405
District/UC	LAHORE/UC-29
Leave application date	23-12-2020

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 checked="" 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"/>
Number of Days Leave Applied for. 2 Days	
Leave start date. 28-12-2020	Leave end date. 29-12-2020
OIC Name and designation:	
Employee signature: MIAN USMAN	Date: 23-12-2020
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

CHIP Training and Consulting (Pvt) Ltd
LEAVE APPLICATION FORM-PTPP Project

Re: Requesting Leave for Family wedding

From Ali Raza
To Mian Usman
Cc Muhammad Alam , Areej Naeem , hareem@ctc.org.pk
Date Today 03:37

Message Body

Approved from my side.

On Wed, 23 Dec 2020, 1:51 PM Mian Usman, <mianusmanlatif85@gmail.com> wrote:
Dear Sir/Madam,

With reference to the subject, I would like to inform you that I have to attend my cousin's marriage ceremony which is going to take place on 28th December, 2020 due to which I will not be able to attend the office for 2 days, Therefore, I request you to kindly grant me leave for 2 days, i.e from 28th December, 2020 to 29th December, 2020. I'll be very thankful to you for this kind favour. Please find attached file of the leave application form.

Thank you in anticipation and I hope that my request will be granted.

Regards,
Mian Usman
UCPO-UC-29