

CHIP Training and Consulting (Pvt) Ltd

LEAVE APPLICATION FORM-PTPP Project

SECTION 1: APPLICANT'S DETAILS	
Employee Name	Muhammad Ramzan
Designation	Ucpo
CNIC No.	35202-1873686-7
District/UC	27- Ravi Town Lahore
Leave application date	23-12-20

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"/> Urgent Piece of work
Number of Days Leave Applied for one day only	
Leave start date. 24-12-20	Leave end date. 24-12-20
OIC Name and designation:	
Employee signature:	Date:
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

Fw: One Day leave

Application toolbar

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Subject:Fw: One Day leave

From [Muhammad Alam](#)

To [Hareem Naz](#)

Date Today 22:24

Attachments

- [Format - Leave application form.doc \(~55 KB\)](#) Show options

Message Body

PFA

Best Regards,

Muhammad Alam.
Programme / Data Assistant - Lahore Division,
World Health Organization,
Lahore.
Cellular # (+92)300-499-6867
Cellular # (+92)334-973-4756

----- Forwarded Message -----

From: Muhammad Ramzan <mramzanmirza92@gmail.com>
To: "draliraza57@gmail.com" <draliraza57@gmail.com>; "areebalam@yahoo.com" <areebalam@yahoo.com>; "areej.who@gmail.com" <areej.who@gmail.com>
Cc: Hamayat Ali <hamayat1@gmail.com>
Sent: Wednesday, December 23, 2020, 01:16:44 PM GMT+5
Subject: One Day leave

Respected Sir/Madam,



CHIP Training and Consulting (Pvt) Ltd
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I have to go out of the city for a very important job. I request you to grant me one day off.

Thank you for your corporation.

Thanks & Regards

Muhammad Ramzan
Ucpo uc 27 Ravi Town Lahore.