


CHIP Training and Consulting (Pvt) Ltd

LEAVE APPLICATION FORM-PTPP Project

SECTION 1: APPLICANT'S DETAILS	
Employee Name	IKRAMULLAH
Designation	UCPO
CNIC No.	15402-5408926-3
District/UC	I-8, CDA, Islamabad
Leave application date	29-12-2020

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 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 checked="" type="checkbox"/> Others
Number of Days Leave Applied for two days	
Leave start date 4 th January 2021	Leave end date 5 th January 2021
OIC Name and designation: Dr. Amna Amjad, PEO	
Employee signature: 	Date: 29-11-2020
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

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Re: leave application for two days

From Amna Amjad
To ikramwho.un@gmail.com , ikram khan
Cc ahmedsu@who.int , Hareem Naz , nidaali_rajs1@yahoo.com
Date Today 13:01

Message Body

Aporoved.

Regards,

[Sent from Yahoo Mail on Android](#)

On Wed, Dec 30, 2020 at 12:00 AM, ikram khan
<ikramwho.un@gmail.com> wrote:

Dear Madam

With due respect it is stated that I have some urgent work in my village on date 4th & 5th of January 2021. So I need two days leave .In these two days in my absence, any AFPcase in SIH will be dealt by UCPO Akmal Jameel I-8. I will be back IA on 6th January of 2021. leave application form attached

Thanks to All