

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

SECTION 1: APPLICANT'S DETAILS	
Employee Name	ZAHID ULLAH
Designation	UCPO
CNIC No	14203-8005571-9
District/UC	Karak, Takhti-e-Nasrati
Leave application date	

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"/> Chilla/Tabligh, Ehtikat	<input type="checkbox"/> Christmas/Diyah
<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 COVID-19 +ve
Number of Days Leave Applied for <u>07</u>	
Leave start date <u>30-12-2020</u>	Leave end date <u>06-01-2021</u>
OIC Name and designation:	
Employee signature: <u>Zahid Ullah</u>	Date: <u>01-12-2020</u>
PEO endorsement: <u>Dr. Rizwan Asghar</u>	Date: <u>1.1.2021</u>
PTL endorsement: _____ For more than Two weeks	Date: _____
CTC final approval: _____	Date: _____

CTC Remarks, if any _____

NOTE: Leaves during campaign days are NOT allowed