

CHIP Training and Consulting (Pvt) Ltd

LEAVE APPLICATION FORM-PTPP Project

SECTION 1: APPLICANT'S DETAILS	
Employee Name	Ayesha usman
Designation	UCPO
CNIC No.	35202-4862122-8
District/UC	Lahore/79
Leave application date	6-1-2021

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 checked="" 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"/> Others
Number of Days Leave Applied for: 1	
Leave start date: 6-1-2021	Leave end date: 6-1-2021
OIC Name and designation: Ayesha Usman UCPO	
Employee signature: ___Ayesha usman	Date: 6-1-2021_____
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

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allowed

The screenshot shows a Microsoft Outlook window with the following details:

- Subject:** Fw: [EXT] Today emergency sick leave ayesha usman UC79DG8T
- From:** ALAM, Muhammad <malam@who.int>
- Sent:** Wed 1/6/2021 10:22 AM
- To:** hareem@ctc.org.pk
- Message:** [Leave Application Form for PTPP start.doc (45 KB)]

Message Body:

PFA

Best Regards,

Muhammad Alam,
 Program Data Assistant - Lahore Division,
 World Health Organization,
 Lahore,
 Cellular # (+92)334-973-4756

From: ayesha Usman <ayeshatarig.tariq@gmail.com>
Sent: Wednesday, January 6, 2021 10:15 AM
To: areej.12@who.com <areej.12@who.com>; NAZEER, Qaesar <nazeerq@who.int>
Cc: areej.naem@gmail.com <areej.naem@gmail.com>; ALAM, Muhammad <malam@who.int>
Subject: [EXT] Today emergency sick leave ayesha usman UC79DG8T

The screenshot also shows a list of other emails in the inbox, including various leave applications and urgent work requests.