

# CHIP Training and Consulting (Pvt) Ltd

## LEAVE APPLICATION FORM-PTPP Project

### SECTION 1: APPLICANT'S DETAILS

Employee  
 Name ANAYAT ULLAH  
 Designation UCPO  
 CNIC No. 3210248810715  
 District/UC DGkhan / Darkhast Jamal Khan  
 Leave  
 application date 06-01-2021

### 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 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 day

Leave start date.07-01-2021

Leave end date.07-01-2021

OIC Name and designation:

Employee signature: ANAYAT ULLAH\_\_\_\_\_

Date: \_\_06-01-2021\_\_\_\_\_

PEO endorsement:\_\_\_\_\_

Date:\_\_\_\_\_

PTL endorsement: \_\_\_\_\_  
 For more than Two weeks

Date:\_\_\_\_\_

CTC final approval:\_\_\_\_\_

Date:\_\_\_\_\_

CTC Remarks, if any \_\_\_\_\_

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**NOTE: Leaves during campaign days are NOT allowed**

The screenshot shows a Microsoft Outlook interface with an email thread. The selected email is from KHAN, Ali Sher to ANAYAT BUZZAR, dated Wednesday, January 6, 2021, at 12:43 PM. The subject is "[EXT] Leave for 1 day dated - 07-01-2021". The email content is as follows:

Approved

On Jan 6, 2021 12:36, ANAYAT BUZZAR <anayabuzzar925@gmail.com> wrote:  
AOA,  
Respected Sir,  
Best Regards,  
Anayat ulah  
UCPO Daskhast Jamal Khan

The left sidebar shows the email folder structure, including folders for "Inbox (10)", "EMPLOYMENT FORM (1)", and "Mail". The bottom status bar shows the system time as 3:38 PM on 1/7/2021.