

# CHIP Training and Consulting (Pvt) Ltd

## LEAVE APPLICATION FORM-PTPP Project

SECTION 1: APPLICANT'S DETAILS	
Employee Name	Waqas Ahmad
Designation	UCPO
CNIC No.	31303-9621373-1
District/UC	RYK/ 37-H
Leave application date	08/01/2021

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 checked="" 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.      02	
Leave start date. 08/01/2021	Leave end date. 08/01/2021
<u>OIC Name and designation:</u>	
Employee signature: _____ Waqas Ahmad _____	Date: _____ 08/01/2021 _____
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 window with the following details:

- Subject:** FW: Waqas Leave
- From:** Faraz Chaudry <dr.faraz@live.com>
- Sent:** Fri 1/8/2021 11:22 AM
- To:** hareem@ctc.org.pk
- CC:** Haris Tareen <haristareen4@gmail.com>
- Message:** Waqas Leave.doc (50 KB)

The email body contains the following text:

Recommended and Forwarded.

Regards,  
Dr Faraz Chaudry

----- Original message -----  
**From:** Muhammad Zeeshan Mustafa <zeeshanmustafa1988@gmail.com>  
**Date:** 08/01/2021 10:42 am (GMT+05:00)  
**To:** hareem@ctc.org.pk, Haris Tareen <haristareen4@gmail.com>  
**CC:** "dr.faraz" <dr.faraz@live.com>, Omer Farooq <umaryk@gmail.com>  
**Subject:** Waqas Leave

Respected Sir,  
Kindly find the enclosed file ie Leave Application form of Waqas Ahmad UCPO 37-H.

Regards,  
**Muhammad Zeeshan Mustafa,**  
**UCPO 38-L,**  
**0301-0492099.**

The screenshot also shows a list of other emails in the inbox, including "Change Leave dates", "Leave application", "Explanation Letter on account of Regiest of Duty", "Emergency Leave Application", "Shaw Case Letter on Account of Unapproved absenteeism", "leave application for one day", "leave protocol", "Undelivered Mail Returned to Sender", "inquiry", "Muhammad Ishaq - Accident Insurance Case", "Extension Letter", and "EXT Fast Emergency Medical Leave UCPO Muhammad Ishaq".