

# CHIP Training and Consulting (Pvt) Ltd

## LEAVE APPLICATION FORM-PTPP Project

SECTION 1: APPLICANT'S DETAILS	
Employee Name	M. Sheraz Tariq
Designation	UCPO
CNIC No.	3520229541939
District/UC	Lahore / Gulberg/ 95
Leave application date	13-1-2021

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SECTION 2: DETAILS OF LEAVE			
Reason of Leave Applied for (Tick in appropriate box)			
<input type="checkbox"/>	Hajj <input type="checkbox"/>	<input type="checkbox"/>	Umrah/Ziarat
<input type="checkbox"/>	Chillah, Tableegh, Ehtikaf <input type="checkbox"/>	<input type="checkbox"/>	Christmas, Diwali
<input type="checkbox"/>	Study/Exams <input type="checkbox"/>	<input type="checkbox"/>	Maternity
<input type="checkbox"/>	Family Wedding <input type="checkbox"/>	<input type="checkbox"/>	Self-Wedding
<input type="checkbox"/>	Immediate Family Death <input type="checkbox"/>	<input type="checkbox"/>	Self-Sick Leave
<input type="checkbox"/>	Immediate Family-Sick Leave <input type="checkbox"/>	<input type="checkbox"/>	Accident/Sickness-while at work
<input type="checkbox"/>	Accident/Sickness-while not at work <input type="checkbox"/>	<input type="checkbox"/>	Emergency Leave
<input type="checkbox"/>	Vacations <input type="checkbox"/>	<input type="checkbox"/>	<b>Others (covid isolation)</b>
Number of Days Leave Applied for: Two day (s)			
Leave start date : 07-1-2021		Leave end date: 08-1-2021	
OIC Name and designation:			
Mubeen Hassan (UCPO)			
Employee signature: _____ M. Sheraz Tariq_		Date_ 13-1-2021__	
PEO endorsement: _____		Date: _____	
PTL endorsement: _____ For more than Two weeks		Date: _____	
CTC final approval: _____		Date: _____	

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

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

The screenshot shows a Microsoft Outlook interface with an email thread. The main email is titled "Re: [EXT] Request for self isolation due to Covid symptoms" and is from NAZEER, Qaesar to Sheraz Tariq. The email body contains the following text:

Dear Sheraz,

Prayers for the quick recovery of your family members and yourself. Please adhere to SoPs and requested to share your COVID-19 Report results at the earliest for our documentation.

From: NAZEER, Qaesar <nazeerq@who.int>  
Sent: Wednesday, January 6, 2021 11:48:34 AM  
To: Sheraz Tariq <sheraz\_shai@hotmail.com>  
Cc: Areej Naem <areej.who@gmail.com>  
Subject: FW: [EXT] Request for self isolation due to Covid symptoms

Dear Sheraz,

Ple quarantine your self till you get result of PCR and your Health condition improves

Regards,  
Dr Tahira Attif

Sent from my iPhone

On 05/01/2021, at 23:08, Sheraz Tariq <sheraz\_shai@hotmail.com> wrote:

Respected ma'am,

This is with reference of the subject cited above and my telecon conversation with your goodself, I would like into your kind attention and notice that my three close relatives got covid positive in this week and my uncle (Mamoo) is in a critical condition and currently admitted in Surgimed hospital covid ward. I have also developed few symptoms like dry cough, fever, cold, swelled ribs and pain in chest and my covid PCR result along with my 10 other family members still positive

See more about: Sheraz Tariq.