

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

SECTION 1: APPLICANT S DETAILS

Employee Name	Jamshaid Iqbal
Designation	Ucpo
CNIC No.	21106-8674852-5
District/UC	Bajaur / Pashat
Leave application date	13 January 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 checked="" 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 3 day

Leave start date: 18 January 2021

Leave end date: 20 January 2021

OIC Name and designation:

Employee signature: *Jamshaid Iqbal*

Date: 13 Jan 2020

PEO endorsement:

Date:

PTL endorsement:
For more than Two weeks

Date:

CTC final approval:

Date:

CTC Remarks, if any