

CHIP Training and Consulting (Pvt) Ltd

LEAVE APPLICATION FORM-PTPP Project

SECTION 1: APPLICANT'S DETAILS	
Employee Name	Muhammad Amsal Khurshid
Designation	UCPO
CNIC No.	3610357405053
District/UC	Multan/Piran Ghaib
Leave application date	18-01-2021

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 checked="" type="checkbox"/> * Emergency Leave
<input type="checkbox"/> Vacations	<input type="checkbox"/> Others
Number of Days Leave Applied for = 01 Day	
Leave start date: 18-01-2021	Leave end date: 18-01-2021
OIC Name and designation:	
Employee signature: _____	Date: _____
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 allowed

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

- Subject:** Re: Please Allow me one day leave
- From:** Dr.Ghauri R <dr.ghauri@gmail.com>
- Sent:** Sun 1/17/2021 9:40 PM
- To:** Amsal Khurshid
- CC:** Saba Shah; hereem@ctc.org.pk

Approved.

On Sun, 17 Jan 2021 at 9:26 PM, Amsal Khurshid <amsalkhurshid@gmail.com> wrote:
 ADA
 Respected sir,
 With due respect, It is stated that I am seeking one day leave from office. I want to request to you that please grant me the leave for 1 day dated 18-1-2021
 I shall be thankful to you

M Amsal Khurshid UCPO
 Piran Ghaib Multan

Best wishes,

Dr. Rashid Ghauri
 Polio Eradication Officer
 World Health Organization
 Cell: +92-333-0214444
 Email: dr.r.ghauri@gmail.com

The interface also shows a list of other emails in the inbox, including "Lahore Hub Attendance sheets and Team Tasks for District Level Posi...", "Attendance sheet - Format", "Leave application", "Leave request", "Emergency Leave Request - Mother's Surgery (FEMH)", and "One day leave for TCO test".