

CHIP Training and Consulting (Pvt) Ltd

LEAVE APPLICATION FORM-PTPP Project

SECTION 1: APPLICANT'S DETAILS	
Employee Name	Muhammad Zain ul Abidin
Designation	UCPO
CNIC No.	32102.0619024.5
District/UC	DG Khan / Ramin
Leave application date	19..1.2021

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"/> Y Emergency Leave
<input type="checkbox"/> Vacations	<input type="checkbox"/>
Number of Days Leave Applied for. 01	
Leave start date. 20.01.2021	Leave end date. 20.01.2021
<u>OIC Name and designation:</u>	
Employee signature: M Zain	Date: 19.01.2021
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:** APPLICATION FOR LEAVE.
- From:** Dr Ali Sher Khan <ali110khusa@gmail.com>
- Sent:** Wed 1/20/2021 12:15 AM
- To:** muhammad_zainulabidin
- CC:** hereem@ctc.org.pk

Leave approved.

On Tue, Jan 19, 2021, 22:37 muhammad_zainulabidin <muhammadzainulabidin38@gmail.com> wrote:
 Dear Respected Sir
 Tomorrow I have an argent work please give me leave for today. Date 20 01 2021.

The interface also displays a list of other emails in the inbox, including:

- [EXT] Leave application of one day - 12:53 PM
- Application for leaves - 12:48 PM
- Leave application for a family function dated from 18 to 20 jan 2021 - 12:18 PM
- Multan DCO Scoring Sheet - 12:14 PM
- Balochistan Staff Attendance till 1st Jan to 15th Jan 2021.xlsx - 12:02 PM
- Emergency Leave Required - 9:52 AM
- Attendance Sheet - 9:37 AM
- DCO Scoring Sheet - 9:10 AM

The bottom of the window shows the Windows taskbar with the time 3:28 PM on 1/20/2021.