

CHIP Training and Consulting (Pvt) Ltd

LEAVE APPLICATION FORM-PTPP Project

| SECTION 1: APPLICANT'S DETAILS | |
|--------------------------------|-----------------------------|
| Employee Name | Muhammad Alamdar Hussain |
| Designation | Union Council Polio Officer |
| CNIC No. | 3210224992981 |
| District/UC | Bahadur Garh, D.G.Khan |
| Leave application date | 16/01/2021 |

| 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 checked="" 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"/> Emergency Leave |
| <input type="checkbox"/> Vacations | <input type="checkbox"/> Others |
| Number of Days Leave Applied for | |
| Leave start date. 08/01/2021 | Leave end date. 18/01/2021 |
| OIC Name and designation: | |
| | |
| Employee signature: <u>Muhammad Alamdar Hussain</u> | Date: <u>16/01/2021</u> |
| PEO endorsement: _____ | Date: _____ |
| PTL endorsement: _____ For more than Two weeks | Date: _____ |
| CTC final approval: _____ | Date: _____ |

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

- Subject:** Re: Leave application
- From:** Dr Ali Sher Khan <ali110khosa@gmail.com>
- Sent:** Sat 1/16/2021 3:11 PM
- To:** M Alamdar Hussain
- CC:** hv.contract@ctc.org.pk

Body of the email:

Leave approved.

On Sat, Jan 16, 2021, 15:10 Malamdar Hussain <malamdarhussain3@gmail.com> wrote:

Respected Sir,

As pr telephonic conversation Kindly allow me one day leave due to exam and test.

Regards,
 Muhammad Alamdar Hussain
 UCPO Bahadur Grah, D G Khan
 0333-3767891,0333-6467272

Left sidebar (Inbox list):

- Application for leave, Sat 1/16
- Leave Application, Sat 1/16
- Updated list for SM Postbox, Sat 1/16
- Longlisting of SM & UCCSO, Sat 1/16
- Final List of Rawalpindi Division, Sat 1/16
- Leave Application, Sat 1/16
- Family Wedding Leave Application, Sat 1/16
- Leave Application Muhammad Usman for dated 18-01-21, Sat 1/16
- [EXT] Leave Application for attending marriage of my brother, Fri 1/15
- [EXT] AKK Attendance sheet - 1st January 2021 to 15th January 2021, Fri 1/15
- weekly reports of UCPOs, Fri 1/15

Right sidebar (Calendar):

January 2021

| | | | | | | |
|----|----|----|----|----|----|----|
| Su | Ma | Tu | We | Th | Fr | Sa |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |