

CHIP Training and Consulting (Pvt) Ltd

LEAVE APPLICATION FORM-PTPP Project

SECTION 1: APPLICANT'S DETAILS	
Employee Name	MUHAMMAD RIAZ
Designation	UCPO
CNIC No.	3240316208007
District/UC	RAJANPUR / FATEH PUR
Leave application date	20-01-2021

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 checked="" 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: 2	
Leave start date: 20-01-2021	Leave end date 21-01-2021
OIC Name and designation:	
Dr. Masoud ul Hassan (IO-WHO)	Dr.Gul Badin (DSO-WHO)
Employee signature: <u>MUHAMMAD RIAZ</u>	Date: <u>20-01-2021</u>
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 displays the Microsoft Outlook interface. The main window shows an email titled "Fwd: Leave Application UCPO Fateh pur" from MASOUD-UL-HASSAN, Muhammad. The email content includes an approval and FYI message from Dr. M. Masoud-ul-Hassan, PEO-WHO Rajapur, dated Wednesday, 20 January 2021 at 7:40:58 AM GMT+5. The subject is "Leave Application UCPO Fateh pur". The email body contains the following text:

Approved and FYI

Dr. M. Masoud-ul-Hassan
PEO-WHO Rajapur
Mobile: 0333-0345-5969151
Email: masoudulhassan@who.int

Begin forwarded message:

From: Riaz Malik <riazmalik84@gmail.com>
Date: 20 January 2021 at 7:40:58 AM GMT+5
To: dmasoudhassan <dmasoudhassan@who.int>, ghikmatyasar <ghikmatyasar@gmail.com>
Subject: Leave Application UCPO Fateh pur

Respected Sir,

Kindly find out the attached Leave request for two days on 20 Jan ,2021 to 21 Jan ,2021. Request for approval .

Regards
Muhammad Riaz UCPO Fateh pur

The screenshot also shows a list of other emails in the inbox, including "Leave For One Day", "Uc 9 Rani Town abdulkhattar Leave Application", "Leave Request", "Leave Application", "Application for leave", "Leave for two days", "leave application for one day", "UCPO 74 DGBT LHR one day leave application", "Application for leave", "Application for one day leave", "Leave Application", "self manage leave of ucpo uc 86 dgbt", "Leave Application UCPO Fateh pur", "leave application", "Undelivered Mail Returned to Sender", "DCD DHCSO Attendance sheet", "Email and Text Message Format", "Application for leave of one day on 21-01-2021", "Weekly Attendance of UCPO's 2nd week of Jan. 2021", "Status of District Level Positions- Lahore Hub", and "Request for Leaves record".