

CHIP Training and Consulting (Pvt) Ltd

LEAVE APPLICATION FORM-PTPP Project

SECTION 1: APPLICANT'S DETAILS	
Employee Name	Ahsan Ali
Designation	UCPO
CNIC No.	3630241298095
District/UC	Multan / Khawaja Fareed Colony
Leave application date	21.01.2021

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 type="checkbox"/> Emergency Leave
<input type="checkbox"/> Vacations	<input type="checkbox"/> * Others (Interview)
Number of Days Leave Applied for = 01 Days	
Leave start date: 21.01.2021	Leave end date: 22.01.2021
OIC Name and designation:	
Employee signature: _____ Ahsan Ali _____	Date: _____ 20.01.2021 _____
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 content:

Subject: Re: Application for Leave

From: Dr.Ghauri R <drz.ghauri@gmail.com>

Date: Wed 1/20/2021 7:26 PM

To: AHSAN ALI

CC: Ahd HUSSAIN; Saba Inayat; hareem@ctc.org.pk

Approved.

On Wed, 20 Jan 2021 at 7:00 PM, AHSAN ALI <ahsan_2009@hotmail.com> wrote:
Respected Sir,

Asslam O Alaikum,

Hope you will be fine and well. It is stated that I had applied for the post of DHCSO and tomorrow will be interview of this post. I have shortlisted for interview. So tomorrow I have to go for interview so I need leave for tomorrow. Kindly allow me leave for one day. I shall be very thankful to you.

Thanks & Regards:
Ahsan Ali
UCPO - [UC-Khawaja Fareed Colony]
Cell: 0305 - 944 8250

Best wishes,
Dr. Rashid Ghauri
Polio Eradication Officer
World Health Organization
Cell: 992-333-0224444
Email: - dr.r.ghauri@gmail.com

The interface also shows a list of other emails in the inbox, including various leave applications and administrative messages.