

# CHIP Training and Consulting (Pvt) Ltd

## LEAVE APPLICATION FORM-PTPP Project

SECTION 1: APPLICANT'S DETAILS	
Employee Name	Humza Hassan
Designation	UCPO
CNIC No.	3520236472017
District/UC	Lahore/16
Leave application date	18-1-2021

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"/> Emergency Leave
<input type="checkbox"/> Vacations	<input checked="" type="checkbox"/> Others
Number of Days Leave Applied for: 1	
Leave start date: 18-1-2021	Leave end date: 18-1-2021
<u>OIC Name and designation:</u> Humza Hassan UCPO	
Employee signature: _____ Humza Hassan _____	Date: 16-1-2021 _____
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**

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allowed

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

- Subject:** Re: Leave Application
- From:** Ahmad Arslan <arsco123@yahoo.com>
- Sent:** Wed 1/20/2021 8:00 PM
- To:** Humza Hassan
- CC:** Areeb Hameed; hareem@ctc.org.pk; Zahir Shah

**Body Content:**

AoA

Approved from my side and forwarded for further action.

regards

A

**Dr Ahmad Arslan**  
 MBBS - MSc (Italy)  
 Virologist and Clinical Development Specialist  
 Emails: [arsco123@yahoo.com](mailto:arsco123@yahoo.com)  
 Mobile: 00-92-333-6151926

On Saturday, 16 January 2021, 09:48:51 am GMT-8, Humza Hassan <[humzahassan6@yahoo.com](mailto:humzahassan6@yahoo.com)> wrote:

Respected Sir

I have received an email from CTC for written test for the post of TDO Lahore. This is request that I will be unable to come office on 18th January 2021 due to test. Kindly grant me leave for one day. I shall be very thankful to you.

**Regards:**  
**Humza Hassan**  
 UCPO UC-16  
 LAHORE (0321-4046939)

**Attachments:** Ahmad Arslan

Connect to social networks to show profile photos and activity updates of your colleagues in Outlook. Click here to add networks.