

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)								
Hajj				Umrah/Ziarat				
Chillah, Tableegh, Ehtikaf				Christmas, Diwali				
Study/Exams				Maternity				
Family Wedding				Self-Wedding				
Immediate Family Death				Self-Sick Leave				
Immediate Family-Sick Leave				Accident/Sickness-while at work				
Accident/Sickness-while not at work				Emergency Leave				
Vacations				Others				
Number of Days Leave Applied for: 1								
Leave start date: 18-1-2021	e end date: 18-1-2021							
OIC Name and designation:								
Humza Hassan UCPO								
Employee signature: Humza Hassan	Date:16-1-2021							
	Date10-1-2021							
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

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Clean Up - Delete	Team E-mail	V Done -	Move Rules OneNote Unread/Categorize Follow	
il items 👻 🍇 Junk 👻	All Ca Reply & Delete	🦅 Create New 🔍	v v Read v Up v V Filter E-mail v All Folders	
New Delete	Respond Quir	k Steps 12	Move Tags Find Send/Receive	
se rour Pavonte Polders Here	sarch Inbox (Ctrl+E)	٩	Re: Leave Application	 January 2021
reem@ctc.org.pk (1) Ar	range By: Date (Conversations)	Newest on top 👘 🔺	Ahmad Arslan <arsco123@yahoo.com></arsco123@yahoo.com>	Su Mo Tu We Th Fr Sa 27 28 29 30 31 1 2
Inbox (14)	Procedure for taking leaves	□ 🖓 🔳 Wed 10:22 PM	Sent: Wed 1/20/2021 8:00 PM	3 4 5 6 7 8 9
Drafts Sent Items	Asad Ullah	(2) (8) 0 (2)	To: Humza Hassan Cc: Areej Naeem: hareem@ctc.org.ok; Zahir Shah	10 11 12 13 14 15 16
Deleted Items (1)	Amna Amjad; JALAL YOUSAF	Wed 9:57 PM	CC weepvaeent; hareemistic.org.pc; zamitistian	17 18 19 20 21 22 23 24 25 26 27 28 29 30
Junk E-mail [7]	[EXT] leave application date 21.1.2021 MASOUD-UL-HASSAN, Muhammad	(₫ □ 🟹 Wed 9:27 PM	AoA	31 1 2 3 4 5 6
Outbox	[EXT] RE: GB Attendance sheet - 1st January 2021 TO		Approved from my side and forwarded for further action.	
RSS Feeds	BAIG, Shakirullah	Wed 8:41 PM	regards	
Search Folders	Atif Naeem Ullah Khan	Wed 8:39 PM	A	
contracts@ctc.org.pk	🖂 Uc 9 Ravi Town abdulsattar Leave Application	0 DV	A	No upcoming appointments
Inbox (4)	Ali Raza	Wed 8:35 PM	Dr Ahmad Arslan MBBS _ MSC (Italy)	
Drafts	Sajjad Hussain	Wed 8:17 PM	MBBS . MSC (Italy) Vaccinologist and Clinical Development Specialist	
Sent Items	Leave Application	90	Emails: arsco123@yahoo.com Mobile: 00-92-333-6151926	
Deleted Items	• 🚖 Ahmad Arslan	Wed 8:00 PM	Mobile: 00-92-333-6151926	
Junk E-mail	+ 🔄 Humza Hassan	Sat 1/16 🕘 🗌 🏹		Arrange By: Flag: Due Date
Outbox P RSS Feeds	Application for leave, Ahmad Arslan: zahir shah	(8 1 V Wed 7:59 PM	On Saturday, 16 January 2021, 09:48:51 am GMT-8, Humza Hassan < <u>humzahassan46@yahoo.com</u> > wrote:	Type a new task
Search Folders	a Leave for two days	a 🛛 🚩		4 🤻 Today
	Ahmad Arslan; Atif Naeem Ullah Khan	Wed 7:58 PM	Respected Sir	Explanation Letter on acc
×	Isave application for one day Ahmad Arslan: Azeem Khan	ⓓ □ Ϋ Wed 7:58 PM	I have received an email from CTC for written test for the post of TCO Lahore. This is request that I will be unable to come office on 18th January 2021 due to	Reply of Explanation Lette
Þ	UCPO 74 DGBT LHR one day leave application	0 07	test. Kindly grant me leave for one day. I shall be very thankful to you.	Negligence on the part of Explanation on Poor perf
	Ahmad Arslan; amir awan	Wed 7:57 PM		LEAVE APPLICATION DATE
P	Application for leave Ahmad Arslan: zahir shah	@ □ \? Wed 7:55 PM	Regards: Humza Hassan	(EXT) Re: Explanation lette
	Application for one day leave.		UCPO UC-16	Explanation on poor perf
	Dr.Ghauri R	Wed 7:27 PM	LAHORE (0321-4046939)	Leave application, Maryam
P	Application for Leave Dr.Ghauri R: AHSAN ALI	@ □ \? Wed 7:27 PM		Leave application form
Þ	A Leave Application	0 07		Leave Application Uc 9 Ravi Town Lahore lea
	Dr.Ghauri R; Zubair Zahoor	Wed 7:26 PM		Leave for inteniew
Þ	 iself marriage leave of ucpo uc 86 dgbt USMAN ISHALID MAHMOOD 	ⓓ □♡ Wed 6:39 PM		Weekly Attendance of UC
	Cave Application UCPO Fateh pur	90 8		Leave for two days
	MASOUD-UL-HASSAN, Muhammad	Wed 5:47 PM		
lieA	leave application Nisar Hussain	ⓓ □ 🖓 Wed 5:35 PM	9	
alendar	Undelivered Mail Returned to Sender	0 DV		
ontacts	Mail Delivery System	Wed 5:34 PM	Ahmad Arslan	
	DCO DHCSO Attendance sheet Leave KP	@ □ \ Wed 5:06 PM	Connect to social networks to show profile photos and activity updates of your colleagues in Outlook. Click here to add networks.	
asks	Corrector Englishing Format.	Wed 5:00 PM		
😠 🚞 🗷 -	Leave KP	Wed 4:59 PM 💌		
288 Unread: 14				🔲 [3] 100% (=) 🗍