


CHIP Training and Consulting (Pvt) Ltd

LEAVE APPLICATION FORM-PTPP Project

SECTION 1: APPLICANT'S DETAILS	
Employee Name	Jalal Yousaf
Designation	UCPO
CNIC No.	1710176608337
District/UC	Koral urban 2
Leave application date	20/1/2021

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 type="checkbox"/> Others
Number of Days Leave Applied for two days.	
Leave start date 22/1/21	Leave end date 23/1/21
OIC Name and designation:	
 Employee signature	Date: 20/1/21
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

CHIP Training and Consulting (Pvt) Ltd

LEAVE APPLICATION FORM-PTPP Project

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

- Subject:** Fw: Leave Application
- From:** Anna Amjad <annaamjad@ymail.com>
- Sent:** Wed 1/20/2021 9:56 PM
- To:** Sumaira AHMED
- CC:** Dr Nida Ab, jalal.jan5252@gmail.com; nisrhaider786@gmail.com; Hareem Naez
- Attachments:** Jalal Yousaf Leave Application.docx (43 KB)

Dear Sumaira,

Please keep record.

Regards

[Sent from Yahoo Mail on Android](#)

----- Forwarded Message -----

From: "JALAL YOUSAF" <jalal.jan5252@gmail.com>

To: "annaamjad@ymail.com" <annaamjad@ymail.com>

CC: "hareem@cfc.org.pk" <hareem@cfc.org.pk>

Sent: Wed, Jan 20, 2021 at 9:43 PM

Subject: Leave Application

Respected Sir/ma'am,

With due respect I am writing this to inform you that i will be taking day off from work on 22,23 January 2021. Sir/ma'am, the reason is that my test is scheduled on above mention date. Nisar haider UCPO will be an alternate resource for priority and urgent tasks in my absence. I shall be obliged.

Regards,
Jalal yousaf
UCPO Koral Urban 2

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