

CTHP Training and Consulting (Pvt) Ltd

LEAVE APPLICATION FORM PTPP Project

SECTION 1: APPLICANT'S DETAILS	
Employee Name	Shumaila Zaman
Designation	HC/PT
CNIC No.	17301-45734-1-0
District/CD	Nowshera / Muzaffargarh
Leave application date	25/01/2021

SECTION 2: DETAILS OF LEAVE	
Reason of Leave Applied for (tick in appropriate box)	
<input type="checkbox"/> Hajj	<input type="checkbox"/> Qurbani/Ziarat
<input type="checkbox"/> Chulbah, Tabligh, Ibadat	<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: Three Days	
Leave start date: 25/01/2021	Leave end date: 27/01/2021
DC Name and designation	
Employee's signature: Shumaila Zaman	Date: 25/01/2021
PEC endorsement:	Date:
PT endorsement:	Date:
CTC final approval:	Date:

CTC Remarks, if any

NOTE: Leaves during campaign days are NOT allowed