CHIP Training and Consulting (Pvt) Ltd

LEAVE APPLICATION FORM-PTPP Project

SECTION 1: APPLICANT'S DETAILS	
Employee Name	Imran Khan
Designation	UCPO
CNIC No.	17301-3439921-3
District/UC	Peshawar/Yaka toot2
Leave application date	From 11th of July to 13th of July 2019

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: 3 days

Leave start date:11/7/2019/ | Leave end date:13/7/2019

OIC Name and designation: Waqar Ahmad UPEC Chairman

Employee signature:Imran Khan_ | Date:__9/7/2019__

PEO endorsement:_____ | Date:_____

PTL endorsement:_____ For more than Two weeks | Date:_____

CTC final approval:_____ | Date:_____

CTC Remarksif any:

NOTE: My Sister wedding has been planed on 12th of July 2019 in Mohmand Agency. Therefore it is requested that Please grant me leaves. I will be thankful..

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