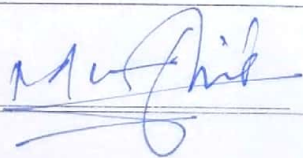


CHIP Training and Consulting (Pvt) Ltd
LEAVE APPLICATION FORM-ITPP Project

| SECTION 1: APPLICANT'S DETAILS | |
|--------------------------------|----------------|
| Employee Name | Muhammad Khan |
| Designation | WFO |
| CNIC No. | 21301-16599277 |
| District/UC | Kurrar |
| Leave application date | 19-20th July |

| 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 checked="" 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 checked="" type="checkbox"/> Vacations | <input type="checkbox"/> Others |
| Number of Days Leave Applied for | |
| Leave start date 19-7-2019 | Leave end date 20-7-2019 |
| OIC Name and designation: | |
| Employee signature:  | Date: 18-7-2019 |
| 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