


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

SECTION 1: APPLICANT'S DETAILS	
Employee Name	Rashid ALI Memon
Designation	UCPO
CNIC No	4530181454381
District/UC	THATTA UC 00060 00000 = Sukkur
Leave application date	16-10-2021

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"/> Chillaah, Tabelegh, Ehtikal	<input type="checkbox"/> Christmas, Diwan
<input type="checkbox"/> Study/Exams	<input type="checkbox"/> Maternity
<input type="checkbox"/> Family Wedding	<input type="checkbox"/> Self wedding
<input checked="" 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 checked="" type="checkbox"/> Emergency Leave
<input type="checkbox"/> Vacations	<input type="checkbox"/> Others
Number of Days Leave Applied for	
Leave start date	16-10-2021
Leave end date	16-10-2021
OIC Name and designation:	
Employee signature	Date
	
PEO endorsement	Date
PTL endorsement	Date
For more than Two weeks	Date
CTC final approval	Date

CTC Remarks, if any _____